Academic Suspension and Probation Policy

Undergraduate Policy

Good Academic Standing

Students are in good academic standing if they maintain a cumulative resident grade point average of 2.000 or greater.

Academic Probation

Academic probation indicates a level of student academic performance that is below what is required for successful progress towards the completion of a student's degree program. It is an advisory warning that a student should take action to raise his/her level of achievement to an acceptable level of performance.

Students will be placed on academic probation if:

- They have earned a cumulative grade point average less than 2.000 at UWRF.
- They have earned a fall or spring semester GPA of less than 1.667.
- They are readmitted after having left UWRF while they were on probation or suspended for academic reasons.

Academic Suspension

A suspension action is taken when a student's academic performance indicates a need for a student to interrupt his/her enrollment status and reassess his/her goals, plans and ability to be academically successful. Once placed on academic suspension a student is not allowed to enroll in courses at UWRF during either fall or spring semester until he/she is readmitted to the university.

Students will be suspended if any of the following items apply:

- Their semester and cumulative grade point average is less than 2.000 at the end of two successive semesters at UWRF.
- They have earned a fall or spring semester GPA of less than 1.000.

Students do not need to be on probation for this suspension regulation to take effect.

Readmission After Suspension

A student who has been suspended may apply for readmission to the university through the Office of the Registrar. The Dean of the college to which a student seeks readmission will review the student's application for readmission and make the decision on whether readmission will be granted. Depending on the circumstances, it is the Dean's prerogative to readmit the student or not and determine the length and criteria of the suspension.
Revision to the requirements for the Suspension and Probation policies passed by Faculty Senate, April 2011 (Motion 2010-2011/45)

The most acceptable proof of academic preparedness for readmission will be fulfilled when a student completes no fewer than nine semester credits with a 2.500 grade point average (GPA). The courses must fulfill general education, directed elective and/or major/minor requirements. Students may use the UWRF Summer/J-Term session immediately prior to reinstatement to take these courses. If these courses are taken elsewhere, students should understand that though the transfer credits usually apply toward graduation, the grades for these courses will not be calculated into their UWRF cumulative GPA. Courses cannot be retaken at another institution to raise your UWRF grade point average.

(Undergraduate Catalog)

**Graduate Policy**

Students must maintain a "B" (3.0/4.0) average overall and among their required courses. In determining this average, transfer credit will not be included. If students do not maintain a "B" (3.0/4.0) average, they will be placed on probation for the next enrollment period.

If students are placed on probation, they must earn a "B" average in the next enrollment period for full-time students and in the next 12 credits for part-time students. If students do not succeed in doing so, they will not be allowed to register for further classes.

A course may be repeated once in which a grade of "F" is received. Where this happens, the second grade will replace the first. Grading disputes are first addressed by the course instructor. If student and instructor are unable to resolve differences, the student may appeal in writing to the department chairperson.

(Policy per Graduate Council)
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(Policy per Graduate Council)
Academic Suspension Appeal

Students who wish to appeal their academic suspension or reinstatement must comply with the following:

**Step 1**
Apply for re-entry at the Registrar's Office (105 North Hall) at least 60 days prior to your desired entrance date. Any questions regarding accuracy of the academic records or policies regarding suspension may be referred to the Registrar's Office.

**Step 2**
Submit a typed letter of appeal to the College for the major you are currently seeking. Contact information is below:

**College of Agriculture, Food and Environmental Sciences (CAFES)**
Dean's Office
210 Agricultural Sciences Building, (715) 425-3535.

**College of Arts and Sciences (CAS) Dean's Office**
136 Kleinpell Fine Arts Building, (715) 425-3366.

**College of Education and Professional Studies (CEPS)**
Dean's Office
203 Walker Wyman Education Building, (715) 425-3774

**College of Business and Economics (CBE) Dean's Office**
124 South Hall, (715) 425-3335

**Step 3**
Upon submitting your letter of appeal to the College for the major you are currently seeking, contact the Dean's Office regarding setting up an interview. An interview will not be set up until you have applied for re-entry in the Registrar's Office and the Dean's Office has received your letter of appeal. The written letter of appeal must provide evidence of the ability to return to good academic standing. The most acceptable proof of academic preparedness for readmission will be fulfilled when a student completes no fewer than nine semester credits with a 2.500 grade point average at another institution.

You will be provided with written or verbal notification of your acceptance or reinstatement is a separate process. Information on this process is available on the Financial Aid website.
denial of reinstatement. The written notification will be sent directly to the
directory listed on your letter of appeal.

The Dean's Office will notify the Registrar's Office regarding the status of
your appeal.

If your appeal for reinstatement has been approved by your Academic Dean
or Associate Dean, the Registrar's Office will send registration materials to
you at the address indicated on the re-entry application. Any outstanding
financial holds, transcript requirements or other obligations will be noted on
your reinstatement letter. You will not be able to register until all holds have
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UNIVERSITY OF WISCONSIN River Falls

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Your application to graduate school starts by selecting your program of study. While the information below pertains to most graduate programs, there may be additional admission requirements and application instructions for your selected program of study.

### General Admission Requirements

In general, the requirements to be admitted include:

- An earned baccalaureate degree from an accredited institution;
- An overall undergraduate grade point average of at least 2.75 (on a four-point scale) or an average of at least 2.90 based on the last 64 semester credits (90 quarter credits) of the undergraduate program;
- Completed application received with $56 processing fee; and
- Any additional admissions requirements specific to your program of study

If you require a paper application form, you may request one by contacting the Graduate Admissions staff at 715-425-3500.
Application Checklist

Follow this checklist to ensure that your application process is accurate and complete.

- **Choose your program of study** by reviewing the Graduate Catalog or contact the Graduate Studies office for assistance.

- **Apply online** with the electronic UW System application form. Note that some programs have admissions deadlines.

- **Pay the $56 application fee** either by credit card or check. The fee is not required if you are not pursuing a degree or certificate.

- **Send in any additional admissions materials**, if required for your program. Requirements will be described for each program of study at Graduate Programs.

- **Request transcripts** from your past colleges or universities. These official documents must be sent directly from the institution to Graduate Admissions, 112 South Hall, 410 S. Third Street, River Falls, WI 54022.

- **Find out your financial aid options** by visiting the Financial Aid web page or contacting the Financial Aid office.

When you’ve been admitted, you’ll be sent instructions on how to register for classes and other information necessary to begin your course of study.

Special Requirements

View any special admission requirements by selecting the type of student below.

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For International Graduate Students

For more information about applying as an international student, refer to Admissions for International Students.

For Transfer Students

Because of the unique nature of the program coursework, some of our graduate programs will not accept any transferred credits. For others, you are limited to transferring nine graduate credits and these credits must be approved by your advisor and the Director of Graduate Studies. Check with the program coordinator for specific information on transferring graduate credits.

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For New Teaching Students

If you seeking an initial teaching certification, you will need to pass the PRAXIS II exam and apply for certification through the College of Education and Professional Studies, Teacher Education Department. Go to the college Web site for more details.

For Students on Probation

If your undergraduate grade point average was between 2.25 and 2.75, you may be admitted under probationary status.

Probationary status is available if you have earned six or more graduate credits, with a grade of "B" or better, from an accredited graduate school outside of the University of Wisconsin System, and you meet all other admissions requirements. You will remain on probation until you have completed nine graduate credits at UW-River Falls with grades of "B" or better.

Need Assistance?
Contact the Graduate Admissions staff for guidance with your program or admission process by calling 800-228-5607 or by sending an email today.
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Admissions Standards

Undergraduate Admission Standards

Requirements and Expectations for Admission

Applications for admission are given a comprehensive review. A new student's admission to River Falls is determined by a number of academic and nonacademic factors. Academic factors include the rigor of the high school curriculum, cumulative grade point average (GPA), high school class rank, and standardized test scores (either the ACT or SAT is required). The nonacademic factors may include, but are not necessarily limited to, such things as leadership, community service, creativity, and/or unique talents, and personal characteristics that contribute to the strength and diversity of the University.

New freshmen admitted to the university typically rank in the top 40% of their high school class OR have an ACT score of at least 22.

Academic Course Preparation

Academic preparation, and specifically the strength of high school course work, is an important part of the admission decision. Listed below are the minimum course requirements for application. Students who are most competitive for admission typically exceed these unit requirements.
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*A unit equals one academic year of a subject.

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Higher academic expectations or earlier application priority dates may be imposed on specific majors if necessary to keep enrollments in line with program capacities.
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2. Complete FAFSA online

If you are interested in receiving federal and state financial aid, you must complete a FAFSA application. The FAFSA is available after January 1st each year. Complete your FAFSA as early as possible so that your aid is packaged in time for the start of fall semester and so that all aid types you may be eligible for are still available. You must complete a FAFSA on an annual basis.

For faster processing, apply for a PIN to electronically "sign" the FAFSA. As a result of filing the FAFSA, you will receive a Student Aid Report (SAR) from the federal processor. If you provide an email address on the FAFSA, you will receive the SAR via email. Retain this document for your records. Do NOT submit the SAR to the UW-River Falls Financial Aid Office, unless specially requested to do so.

Prospective students: If you would like to get an early estimate of your financial aid eligibility, complete our Net Price Calculator. Remember, this is purely an estimate, and your real financial aid awards may differ from your calculator results.

3. Submit verification forms if requested by the UW-River Falls Financial Aid Office

By federal regulation, the US Department of Education can select your FAFSA to go through a verification process. If your application is selected, the Financial Aid Office will send you a Verification Worksheet with a request for you to submit tax data to our office. Our Submit Verification Documents page explains how you must submit tax data to us. Verification must be complete before your federal financial aid will be awarded. You can also see if your application has been selected for verification in your To-Do List in eSIS.

4. Accept or Decline Awards on eSIS

Once you have completed a FAFSA (and have verified your information, if requested), you will receive a Financial Aid Award Letter by email listing the financial aid you are eligible to receive. Go to Types of Aid to get detailed information on each award listed. In general, grants are gift-aid that do not need to be repaid and are accepted on your behalf, while Work Study and loans are self-help aid which you need to accept if you decide you want these awards. Your aid package is likely to include a loan. If it does, carefully consider the amount of loan you wish to accept. You can accept less than the amount
listed, or you can decline the loan entirely if you can finance your education without it. Carefully review the Understanding Your Award guide and complete all required actions in order to receive your awards.

Accept or decline your awards:

1. From your eSIS home page (your Student Center), click on View Financial Aid.
2. Choose the correct aid year.
3. View your award information for the year and read through the information provided.
4. Click on Accept/Decline Awards. You need to accept, decrease, or decline the amount of any Work Study and/or loan awards on this page. Click on the "Accept" box next to an award if you want the full amount. To decrease an amount, click on the "Accept" box and enter your desired lesser amount. Click on the "Decline" box to fully decline the award.
5. Click Submit when finished. Once you have accepted or declined an award online, the amount cannot be changed without contacting the UW-River Falls Financial Aid Office.

5. Review your enrollment status

The number of credits you are enrolled in is your "enrollment status". If you are NOT yet registered for classes at this time, your financial aid is based on full-time enrollment status by default. If you plan to be less than full-time, contact our office. Your award amounts are not final and will not disburse until your aid is based on your actual enrollment status. It is your responsibility to verify that your class schedule is correct by the 5th day of class each semester because your financial aid will not be re-evaluated after the 5th day if you add or drop a class.

6. Apply for Minnesota Tuition Reciprocity

Wisconsin and Minnesota have an agreement to provide in-state tuition to students. If you are a Minnesota resident, you can apply for reciprocity online. It can take up to 6 weeks for the Minnesota Office of Higher Education to process this application, so early submission is recommended.

7. Report all anticipated resources

Federal regulations require that we consider all outside resources you may receive to finance your education. Your federal and state financial aid eligibility may change if you receive any outside scholarships, grants, DVR assistance, etc. Promptly notify us of any such outside resources so any necessary adjustments can be made to your award as soon as possible. Send an email to scholarships@uwrf.edu and list the following: name of scholarship/resource, amount to be received, and which semester you anticipate the organization will send the money.

8. Federal Stafford/Perkins Loan Processing

If you are borrowing a Federal Stafford and/or Perkins Loan for the first time at UW-River Falls, you must complete additional steps online before your loan(s) will be processed and disbursed to the UW-River Falls Accounts Receivable Office. You must complete Loan Entrance Counseling and sign the Master Promissory Note. Visit our Processing Your Loans page to complete these additional steps.

9. Apply for additional loans if needed

If additional aid is needed above and beyond federal and state financial aid, parent PLUS loans, SELF loans for Minnesota
residents, and alternative loans can be considered. For information on each of these loans and instructions on applying, visit our Loans page.

10. Financial Aid Disbursements

Financial Aid begins disbursing on the 6th day of each semester. This 6th day of each semester is called the Financial Aid census date and is a 'snapshot' of your enrollment at the beginning of that day. Your disbursement and your Pell eligibility are based upon your enrollment at the census date regardless of your enrollment before or after that snapshot. So if you are a financial aid student, it is critical that your financial aid is complete and that you have finalized any course adds/drops before that date.

Financial aid awards are usually divided into two equal payments for fall and spring semesters. You need to become familiar with your eSIS account online to ensure that all funds disburse and are applied to your bill correctly. It is your responsibility to monitor your account to ensure that your bill has been paid or arrangements for payment have been made with the Student Billing Office. Monitor the Billing Statement and Pending Aid areas of your eSIS account regularly, and contact the Financial Aid office if your aid does not disburse when anticipated.

11. Sign up for Direct Deposit for refunds

Financial aid will be disbursed directly to UW-River Falls to pay your tuition, fees, housing, dining, and other charges on your account. If your aid and/or payments exceed the amount of your semester bill, a refund of the excess amount will be produced. To receive your refund, you must sign up for Direct Deposit through your eSIS after you accept your awards:

1. Log into your eSIS account at https://esis.uwrf.edu with your Falcon Account username and password.
2. From your eSIS home page (your Student Center), click the Make Online Payment Here button (under the Finances section). You may need to unblock pop-ups for this new window to appear.
3. Select Direct Deposit on the left and enter your bank account information.
   Parent PLUS Loan recipients will receive letters explaining PLUS Loan refunds.
4. Contact the Student Billing Office at 715.425.3145 if you do not have a bank account available for direct deposit of refunds.

12. Transfer Students

Transfer students who have already completed a FAFSA for the current academic year do not need to complete it again. Instead, log in at www.fafsa.ed.gov, and select the "Add or Delete a School Code" link. Add UW-River Falls’ school code: 003923. Financial aid will not automatically transfer from one school to the next.

13. Retaining eligibility for financial aid

To maintain eligibility for federal financial aid, you must make Satisfactory Academic Progress.
UNIVERSITY OF WISCONSIN River Falls

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1. From your eSIS home page (your Student Center), click on View Financial Aid.
2. Choose the correct aid year.
3. View your award information for the year and read through the information provided.
4. Click on Accept/Decline Awards. You need to accept, decrease, or decline the amount of any Work Study and/or loan awards on this page. Click on the "Accept" box next to an award if you want the full amount. To decrease an amount, click on the "Accept" box and enter your desired lesser amount. Click on the "Decline" box to fully decline the award.
5. Click Submit when finished. Once you have accepted or declined an award online, the amount cannot be changed without contacting the UW-River Falls Financial Aid Office.

5. Review your enrollment status
The number of credits you are enrolled in is your "enrollment status". If you are NOT yet registered for classes at this time, your financial aid is based on full-time enrollment status by default. If you plan to be less than full-time, contact our office. Your award amounts are not final and will not disburse until your aid is based on your actual enrollment status. It is your responsibility to verify that your class schedule is correct by the 5th day of class each semester because your financial aid will not be re-evaluated after the 5th day if you add or drop a class.

6. Apply for Minnesota Tuition Reciprocity
Wisconsin and Minnesota have an agreement to provide in-state tuition to students. If you are a Minnesota resident, you can apply for reciprocity online. It can take up to 6 weeks for the Minnesota Office of Higher Education to process this application, so early submission is recommended.

7. Report all anticipated resources
Federal regulations require that we consider all outside resources you may receive to finance your education. Your federal and state financial aid eligibility may change if you receive any outside scholarships, grants, DVR assistance, etc. Promptly notify us of any such outside resources so any necessary adjustments can be made to your award as soon as possible. Send an email to scholarships@uwrf.edu and list the following: name of scholarship/resource, amount to be received, and which semester you anticipate the organization will send the money.

8. Federal Stafford/Perkins Loan Processing
If you are borrowing a Federal Stafford and/or Perkins Loan for the first time at UW-River Falls, you must complete additional steps online before your loan(s) will be processed and disbursed to the UW-River Falls Accounts Receivable Office. You must complete Loan Entrance Counseling and sign the Master Promissory Note. Visit our Processing Your Loans page to complete these additional steps.

9. Apply for additional loans if needed
If additional aid is needed above and beyond federal and state financial aid, parent PLUS loans, SELF loans for Minnesota
residents, and alternative loans can be considered. For information on each of these loans and instructions on applying, visit our Loans page.

10. Financial Aid Disbursements

Financial Aid begins disbursing on the 6th day of each semester. This 6th day of each semester is called the Financial Aid census date and is a ‘snapshot’ of your enrollment at the beginning of that day. Your disbursement and your Pell eligibility are based upon your enrollment at the census date regardless of your enrollment before or after that snapshot. So if you are a financial aid student, it is critical that your financial aid is complete and that you have finalized any course adds/drops before that date.

Financial aid awards are usually divided into two equal payments for fall and spring semesters. You need to become familiar with your eSIS account online to ensure that all funds disburse and are applied to your bill correctly. It is your responsibility to monitor your account to ensure that your bill has been paid or arrangements for payment have been made with the Student Billing Office. Monitor the Billing Statement and Pending Aid areas of your eSIS account regularly, and contact the Financial Aid office if your aid does not disburse when anticipated.

11. Sign up for Direct Deposit for refunds

Financial aid will be disbursed directly to UW-River Falls to pay your tuition, fees, housing, dining, and other charges on your account. If your aid and/or payments exceed the amount of your semester bill, a refund of the excess amount will be produced. To receive your refund, you must sign up for Direct Deposit through your eSIS after you accept your awards:

1. Log into your eSIS account at https://esis.uwrf.edu with your Falcon Account username and password.
2. From your eSIS home page (your Student Center), click the Make Online Payment Here button (under the Finances section). You may need to unblock pop-ups for this new window to appear.
3. Select Direct Deposit on the left and enter your bank account information.
   Parent PLUS Loan recipients will receive letters explaining PLUS Loan refunds.
4. Contact the Student Billing Office at 715.425.3145 if you do not have a bank account available for direct deposit of refunds.

12. Transfer Students

Transfer students who have already completed a FAFSA for the current academic year do not need to complete it again. Instead, log in at www.fafsa.ed.gov, and select the “Add or Delete a School Code” link. Add UW-River Falls’ school code: 003923. Financial aid will not automatically transfer from one school to the next.

13. Retaining eligibility for financial aid

To maintain eligibility for federal financial aid, you must make Satisfactory Academic Progress.
We are glad you are considering UW-River Falls for your education. To learn more about becoming a member of our community, select the appropriate link below for information about applying for admission.

**Degree-Seeking (F-1) Graduate and Undergraduate Students**
Information for students interested in studying at and earning a degree from the University of Wisconsin-River Falls.

**International Exchange (J-1) Students**
Information for students who attend one of our partner institutions and are interested in studying at the University of Wisconsin-River Falls for a semester or year-long experience.

For additional application information contact International Student Admissions.
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For additional application information contact [International Student Admissions](http://www.uwrf.edu/Admissions/InternationalStudents/InternationalApp...).
Auditing Courses

Students who wish to audit a course are required to register for the course after those enrolled for credit have registered (the fifth class day of each term, or the last day to add a class), on a space available basis with the following conditions: Any student who enrolls on an audit basis may NOT change to a credit basis during the term of enrollment.

Students may change from a "credit" to "audit" status only on the fifth day of classes.

It is the responsibility of the student to seek permission to audit from the instructor and inform the Registrar's Office using the approved "audit" form.

Degree-seeking students or students taking regular credit classes may audit classes on a "space available" basis with the class instructor's approval at the regular per credit fee.

Non degree-seeking students taking ONLY audit credit classes, may audit classes on a "space available" basis with the class instructor's approval at the per credit audit fee. Campus fees will not be charged, nor will comparable services be available.
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Wisconsin residents who are 60 years of age or older by the first day of the term may audit a course without paying the credit fees.
Send your inquiry in writing on a separate sheet within 60 days after the bill was mailed to you. Your written inquiry must include:

1. Your name and ID number

2. A description of the error and why (to the extent you can explain) you believe it is an error; and

3. The dollar amount of the suspected error.
You remain obligated to pay the parts of your bill not in dispute, but you do not have to pay any amount in dispute during the time the University is resolving the dispute. During that same time, the University may not take any action to collect disputed amounts or report disputed amount as delinquent.

This is a summary of your rights, under the Federal Fair Credit Billing Act.

Inquiries regarding this account should be submitted to the below address by separate correspondence.
University of Wisconsin - River Falls
Student Billing and Financial Aid
410 S 3rd St
River Falls WI 54022 - 5001
<table>
<thead>
<tr>
<th>Class Schedule</th>
<th>If you are a visitor or do not possess an eSIS ID ...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Visitors may review class availability:</td>
</tr>
<tr>
<td></td>
<td>Class Schedule lookup</td>
</tr>
</tbody>
</table>

If you are a current student, previous student possessing an eSIS ID, or a campus faculty/staff member...

please use the eSIS class schedule to access the most current, up-to-the-minute class schedule. This is the same search students will use to access available course in which to enroll.

For tips on searching available classes please visit the eSIS Tutorial.

Log on to eSIS

Related Resources
Building Name Abbreviations
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<td>Visitors may review class availability:</td>
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</tr>
<tr>
<td><strong>Class Schedule lookup</strong></td>
<td></td>
</tr>
</tbody>
</table>

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Commencement Programs are held at the completion of Fall and Spring Semesters. Information regarding graduation and applications are available from the Registrar's Office. Graduating seniors have the option to participate in Commencement the term that they are completing all degree requirements. Students who are completing their final requirements during Summer Session have the option of participating in the previous Spring Commencement or the following Fall Commencement. Although Summer Session graduates may select to participate in an earlier Commencement Program, the degree and diploma will be awarded only after all degree requirements have been fulfilled.

Fall or Spring graduates who wish to participate in an early Commencement Program must make an application for graduation and write a letter of appeal to the Registrar. Students who are requesting to participate in an early Commencement must follow the published Commencement participation deadline date for the term they are appealing. Appeals to participate in an early commencement will be approved only if all of the following conditions have been met:

- There is an extenuating circumstance.
- The student has nine or fewer credits to complete the degree or has only student teaching or an internship to complete degree requirements in the following semester.

The Registrar will review the appeal and approve or deny the request based on the above criteria and written notification will be sent to the student.

Although students may be allowed to participate in an early Commencement Program, the degree and diploma will be awarded only after all degree requirements have been fulfilled.

Requirements for the Commencement Participation Policy were passed by Faculty Senate, April 2002. (Motion 2001-012/17)
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The purpose of a consortium agreement is to allow the university from which a student is seeking a degree (home institution) to consider enrollment and corresponding costs to attend another university (host institution) for either some or all semester credits. The home institution then awards and disburses financial aid for credits at both institutions. The consortium agreement further prohibits the host institution from processing financial aid for UW-River Falls students for that semester.

The host institution must be an approved Title IV school, meaning they have a federal Title IV code and can process federal financial aid. We will not approve a consortium if it is offered through a broker or agency who does not work through a Title IV school.

You need to open and print this Consortium Agreement, complete the student section and have the Host Institution complete their section, and bring the completed form to the Financial Aid office. Note: because a number of parties must sign off on this agreement, you need to start this process well in advance of the semester you plan to study abroad.

Studying Abroad Through Another Institution

Consortium agreements from UW-River Falls students pursuing a study abroad program through another institution must secure approval of the program through the UW-River Falls Global Connections Office prior to completing the consortium agreement form.
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Cost of Attendance

An education at River Falls is a great value. Expect small class sizes, personal attention and top-notch academics.

- Cost of Attendance for 2014-2015
- Tuition and Fees (per credit)
- Compare our Cost

Financial Aid

As you prepare for college, it's especially important to understand that there are many types of aid available to help finance your education. There are tools available to help you determine your aid eligibility.

In order to receive financial aid, you must apply each year you are in college. If you don't think you qualify, try anyway. You may have more options than you think. Generally, the earlier you apply, the better your chances of receiving aid.

- Types of Financial Aid
- Net Price Calculator
- Financial Aid Application Process

Live Chat
Chat with an admissions counselor any weekday 8 a.m. - 4:30 p.m.
Scholarships

More than $750,000 in scholarships are awarded by River Falls each year to high-achieving students. To be considered for incoming student scholarships, be sure to complete the scholarship application upon admission to the university.

- Incoming Freshmen Scholarships
- Outside Scholarships
- Scholarship Application Process
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Request Information

Apply for Admission

Visit Campus
All international students applying for admission to the University of Wisconsin-River Falls are required to complete the following:

1. Submit the UW System application for admission and provide UW-River Falls with official transcripts, proof of financial responsibility for studies, and other supporting documents as necessary. Any transcripts will need to be evaluated by either Educational Credential Evaluators (ECE) at [http://www.ece.org](http://www.ece.org) or World Education Services (WES) at [http://www.wes.org](http://www.wes.org).

2. The student must be admitted into a program offering a full course of study at the undergraduate or graduate level.

3. Applicants whose native language is not English (identified by the U.S. Department of State Bureau of Public Affairs) must provide evidence of English language proficiency. The English proficiency requirement may be fulfilled by meeting one of the following:

   TOEFL iBT: 78
   IELTS: 6.0

   The TOEFL or IELTS test must have been taken within the past two years, with scores submitted directly to UW-River Falls from the testing service.

   The English Language Transition (ELT) Program at the University of Wisconsin-River Falls provides intensive English language courses for degree-seeking students. Admission to the ELT program indicates that a student is academically qualified for admission, but they have not yet met the English language requirement. Minimum test scores required for admission to the ELT Program are as follows:

   TOEFL iBT: 45
   IELTS: 4.0

4. A copy of the biographical data pages of a student's passport (the pages with their picture, name and date of birth) or copy of a government-issued ID should be submitted with the application. The I-20 will be issued using the name on their passport/government ID. The name will also be the one used to create their official University record.
5. Proof of sufficient funds to cover all expenses to study and live in the U.S. for at least the entire program of study, including tuition, fees, books, living expenses, and costs for dependents, if applicable. To provide evidence of sufficient funds, students are required to provide the following:

- A completed **Certification of Finances Form**
- The financial documentation to prove the funding outlined in the **Certification of Finances Form**.

Questions? Contact **International Student Admissions**.
Adding / Dropping Courses

Program Changes (Drop / Add a course)

Students dropping **ALL** of their courses for any given term need to file for withdrawal.

Drop / Add Policy for regular session courses:

Students may drop/add using the web registration system during the first 5 days of the term.

After the first 5 days, drops must be submitted on a change of program card, and require the instructor and adviser signatures. Students can drop a class during the first 15 days of the semester without any record of the course appearing on their transcript.

Students can drop a class within 16-50 days with a "W" recorded on their transcript. Students must have the signatures of instructor and adviser.

If a student drops a class after 50 days, it is considered a late drop and must be for non-academic verifiable reasons. Must use a yellow late drop form and have the signatures of instructor, adviser, and the dean of the major department.

If a mid-term or other session open course that a student is eligible to take is added or dropped before that session starts, instructor and adviser signature is not required.

For questions regarding dates for other session courses, please contact the Registrar's Office.

Dropping Physical Education 'Test Out' Classes

Students not passing Physical Education 'Test Out' classes are required to drop the 'Test Out' or receive the grade earned in attempting the 'Test Out.'
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First Day Attendance/Drop

Student registration for a class, laboratory, or studio which has limited enrollment due to facilities, may be dropped from the course if the student is not present at the first session of the term, unless the absence was an unavoidable circumstance, including illness. If you must be absent on the first day of class, you should contact the instructor of the course.

An instructor may drop you from a class if you do not attend the first class meeting. If you do not plan to take a course, drop it; do not assume that non-attendance will result in an automatic drop. Drops will not be backdated because you never attended. The official drop date is the date you turn in the program change card to the Registrar’s Office.

Program Change cards are available at the Registrar’s Office. For information on drop/add deadlines see the academic calendar.
Electronic Billing Policy

As of November 28, 2007, electronic billing became the official billing method used by the University of Wisconsin–River Falls. After this date, all currently enrolled students will receive their billing statements electronically. UWRF email accounts are the official means of notification for student account and billing information.

Students are responsible for checking their UWRF e-mail and eSIS account for notification of electronic bills and paying bills on time. Notifications of bill availability is sent to your uwrf.edu email address. Tuition and fee charges are generally available for viewing from your online account about 30 days before the term begins.

All currently enrolled students will receive electronic bills only. Students requiring paper bills for medical or other qualified reasons may submit the attached appeal form. Paper Billing Exception Form Current students will only receive paper bills if an exception request is approved.
Welcome to the eSIS (electronic Student Information System) Help Page.

The new Schedule of Classes allows you to search for classes without logging into eSIS. It will also show you the current enrollment.

For best results inside eSIS, please set the eSIS as a “Trusted Site” for your browser.

eSIS is available 24/7 except for announced outages. If you are in the system at the time that the system needs to go down, you will be logged out and will lose any data you have entered since the last save.
For Students

**Tutorial For Students:**

- Adding a Class
- Applying for Graduation
- Class Search
- Class Search - Gen Education and University Requirements
- Dropping a Class
  
  (Available during registration & the first 5 days of the new class only.)
- eBilling Tutorial
- Fee Payment Agreement
- Granting Access to Others
- Make an Online Payment
- Refund Direct Deposit Signup
- Registration Deposit-Continuing Student
- Registration PIN Numbers
- eSIS FAQs
- eSIS Glossary
- Term Codes
- Committees and Groups

For Faculty and Advisers
For Staff

- Log On/Menu Basics
- Class Rosters
- Committees and Groups
- Early Academic Alert
- eGrading
- eSIS FAQs
- eSIS Glossary
- Faculty/Advisor Center Introduction
- Grade Rosters
- Photos on Class Roster
- Photos on My Advisees
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For Guests
• Schedule of Classes
## Estimated Your Semester Bill

### Estimated Costs Per Semester 2013-14

<table>
<thead>
<tr>
<th>Tuition &amp; Fees for Undergraduates (choose one)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wisconsin Resident</td>
<td>$4,042</td>
</tr>
<tr>
<td>Minnesota Resident</td>
<td>$4,229</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$8,018</td>
</tr>
</tbody>
</table>

Your Estimated Tuition & Fees Amount: $_______

<table>
<thead>
<tr>
<th>Room &amp; Board</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If on-campus (double room/19 meal plan)</td>
<td>$3,652</td>
</tr>
<tr>
<td>If off-campus</td>
<td>$0</td>
</tr>
</tbody>
</table>

Your Estimated Room & Board Amount: + $_______

Total Estimated Bill (add your Tuition & Fees and Room & Board amounts): $_______

### Financial Aid Per Semester 2013-14

Your Financial Aid:

<table>
<thead>
<tr>
<th>Total amount of <em>loans</em> for semester</th>
<th>$_______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount of <em>grants</em> for semester</td>
<td>+ $_______</td>
</tr>
<tr>
<td>Total amount of <em>scholarships</em> for semester</td>
<td>+ $_______</td>
</tr>
</tbody>
</table>

Total Financial Aid Applied to Your Semester Bill: $_______

Total Estimated Bill: $_______

Total Financial Aid: $_______

If positive, this is the amount you would still owe per semester; if negative, you would...
receive a refund after your financial aid disburse
Estimated Cost of Attendance

The estimated Cost of Attendance (COA) is an estimated budget for the academic year, which includes budgeted amounts for non-billed education expenses (living expenses and transportation to campus) as well as billed expenses (tuition, room, meals). This allows you to utilize financial aid to help cover your expenses beyond your semester bill. The COA is only used when packaging financial aid awards, and does not necessarily reflect actual charges.

Actual tuition/fees charges can be found at the Accounts Receivable website.
Actual residence hall charges can be found at the Housing website.
Actual meal plan charges can be found at the Dining Services website.

The estimates below are based upon the following:

Your residency for tuition purposes is determined by Registrar's Office.
Minnesota costs are based on a student receiving reciprocity.
Room based on standard room with single/suite room.
Meals charges based on the 19 meal plan.

### 2014-15 Undergraduate Students: Living On-Campus

<table>
<thead>
<tr>
<th></th>
<th>WI Resident</th>
<th>MN Resident</th>
<th>Midwest Student Exchange</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$7,720</td>
<td>$8,086</td>
<td>$10,870</td>
<td>$15,294</td>
</tr>
<tr>
<td>Books and Supplies</td>
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<td>$360</td>
<td>$360</td>
<td>$360</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$7,524</td>
<td>$7,524</td>
<td>$7,524</td>
<td>$7,524</td>
</tr>
<tr>
<td>Personal</td>
<td>$2,300</td>
<td>$2,300</td>
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</tr>
<tr>
<td>Loan Fee</td>
<td>$90</td>
<td>$90</td>
<td>$90</td>
<td>$90</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,150</td>
<td>$1,150</td>
<td>$1,150</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$19,144</strong></td>
<td><strong>$19,510</strong></td>
<td><strong>$22,294</strong></td>
<td><strong>$26,718</strong></td>
</tr>
</tbody>
</table>

### 2014-15 Undergraduate Students: Living Off-Campus

<table>
<thead>
<tr>
<th></th>
<th>WI Resident</th>
<th>MN Resident</th>
<th>Midwest Student Exchange</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$7,720</td>
<td>$8,086</td>
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<tr>
<td>Books and Supplies</td>
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<tr>
<td>Room and Board</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>$20,660</strong></td>
<td><strong>$23,444</strong></td>
<td><strong>$27,868</strong></td>
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### 2014-15 Undergraduate Students: Living with Parents/Relatives

<table>
<thead>
<tr>
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<td>Loan Fee</td>
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<td><strong>TOTAL</strong></td>
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### 2014-15 Graduate Students: Living On-Campus

<table>
<thead>
<tr>
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<th>Non-Resident</th>
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<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$7,940</td>
<td>$8,600</td>
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</tr>
<tr>
<td>Books and Supplies</td>
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<td><strong>$29,706</strong></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$16,506</strong></td>
<td><strong>$17,166</strong></td>
<td><strong>$24,622</strong></td>
</tr>
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</table>
Excess Credit Policy

Resolution 8625, University of Wisconsin Board of Regents:

• Starting in the Fall of 2004-05, Wisconsin resident undergraduate students who have accumulated 165 credits (or 30 credits more than required by their degree programs, whichever is greater) will be charged a surcharge, equal to 100 percent of the regular resident tuition, on credits beyond that level.

• The surcharge will be applied to students in the semester following the one in which they reach the 165 credit limit.

• This policy covers all Wisconsin resident undergraduate students pursuing their first bachelor's degree, including students pursuing a double major. Minnesota residents and non-residents, graduate, and post-baccalaureate degree students are not affected.

• This policy applies to all credits earned at UW System campuses and WTCS (Wisconsin Technical College System) campuses. Retroactive, AP, military and transfer credits from outside the UW/WTCS institutions do not count towards the 165 credits.

• This policy will not prevent students from pursuing their goals, but it will be at a cost that is less subsidized by Wisconsin taxpayers. This is not a policy that UW-River Falls can decide whether or not to implement, this is a UW-System mandate.

• Each student has the right to appeal the surcharge to the Dean of his or her College. Institutions are permitted to “make exceptions through an appeals process and grant waivers in cases of extenuating circumstances beyond a student's control.” Instructions on how to appeal the surcharge and a printable form can be accessed at the following web sites:

  http://www.uwrf.edu/accounts-receive/165creditappealform.doc

Waiver of 165 Credit Surcharge Form
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Waiver of 165 Credit Surcharge Form
UNIVERSITY OF WISCONSIN River Falls

Academic Load / Excess Load Policy

Standard Load
Undergraduate

The minimum number of semester credits required for "full-time" status is 12. Students may register for up to 18 credits per semester (17 credits for freshmen) without special permission and at no extra charge. Students who receive financial assistance must be careful that they do not drop below the 12 credit minimum. Less than full-time status may jeopardize eligibility requirements.

During summer session the maximum course load for all undergraduate students, without petitioning for special permission, is one credit per week.

Graduate

The normal load for full-time students is 8-15 credits during a semester and 4-9 during summer session (but no more than one credit per week without the Director's permission). You may exceed these maximums once during your graduation program if you:

- are not on academic probation;
- have successfully completed at least 16 graduation credits; and
- have filed written approval from their adviser with the Graduate Studies Office.

If you take undergraduate courses, each three undergraduate credits will count as two graduate credits in calculating your load. Graduate assistants must take at least eight credits and no more than twelve credits.

The unit of credit is the semester hour, which is given for the satisfactory completion of a subject pursued for one semester and having one class period or two laboratory periods per week.

Excess Load

Students must obtain the approval of their advisor and of the Dean of their college in order to register for an excess load. Any sophomore, junior, or senior who wants to enroll in more than 18 credits or any freshman that wants to enroll in more than 17 credits must file an application for excess load.

Academic Load / Excess Load Policy http://www.uwrf.edu/Registrar/PoliciesAndProcedures/LoadPolicy.cfm
There is a per-credit charge for an excess load over 18 credits.
Academic Load / Excess Load Policy

Standard Load

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There is a per-credit charge for an excess load over 18 credits.
All international exchange students interested in attending the University of Wisconsin-River Falls are required to obtain approval from their home institution regarding the exchange. After gaining consent from their institution, the following documents should be submitted to International Student Admissions at the University of Wisconsin-River Falls:

1. Submit the UW System application for admission. In the applicant statement section, please indicate that you are applying as an exchange student.  [https://apply.wisconsin.edu](https://apply.wisconsin.edu/)

2. Applicants whose native language is not English (identified by the U.S. Department of State Bureau of Public Affairs) must provide evidence of English language proficiency. The English proficiency requirement may be fulfilled by meeting one of the following:

   TOEFL iBT: 78  
   IELTS: 6.0

   The TOEFL or IELTS test must have been taken within the past two years, with scores submitted directly to UWRF from the testing service. Exchange students are expected to demonstrate English language proficiency. This is usually documented with an acceptable TOEFL score; however, some institutional exchange agreements rely upon faculty recommendation(s) from the home institution.

3. A copy of the biographical data pages of a student's passport (the pages with their picture, name and date of birth) or copy of a government-issued ID should be submitted with the application. The DS-2019 will be issued using the name on their passport/government ID. The name will also be the one used to create their official University record.

4. A copy of the student's current transcript.

5. Proof of sufficient funds to cover all expenses to study and live in the U.S. for the length of the exchange. To provide evidence of sufficient funds, students are required to provide a completed Certification of Finances Form along with appropriate documentation. Email [International Student Admissions](mailto:InternationalStudentAdmissions) to request the Certification of Finances form that aligns with your exchange program.
Questions? Contact International Student Admissions.
Junior or senior students who are not on scholastic probation may take one course per semester on a pass/fail basis with a maximum of three courses or nine credits within the degree program.

Credits earned under the pass/fail system with a satisfactory grade ("S") will not be included in computing the student's GPA. An unsatisfactory ("U") in a pass/fail course is treated as an "F" and does affect the grade point average.

Courses taken under the pass/fail system will be considered only as elective courses. These courses will not complete any specific requirements other than the overall credit requirement.

Students may enroll in a course on a pass/fail basis in the Registrar's Office, but may NOT change a course either to or from pass/fail after the second week of classes each semester or the first week of summer session.

Once the student has obtained approval to take a course on a pass/fail basis a letter grade, other than "U" or "S", will not be recorded on the permanent record.

Students who are undecided about a major or option should not take courses on a pass/fail basis which might later become part of their requirements. Students in pre-professional programs, including preparation for graduate study, should avoid taking courses under the pass/fail system which may be required or recommended for such study.

Students shall confer with their advisers in considering those courses which might be taken on a pass/fail basis. If it is determined that a student elected a course without being eligible or without meeting the requirements, the student will be required to carry the course on the conventional grading scale.
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Tuition/Fees

About Tuition and Fees

Using the links in the left hand navigation will take you to the tuition and fees information based on your residency.

Residency selections include:

- Wisconsin
- Minnesota: Reciprocity Approved
- Non-resident (this includes MN students who have not been approved for reciprocity)
- Midwest Student Exchange (MSE): These tuition rates apply to qualifying residents of Illinois, Indiana, Kansas, Missouri, Nebraska, North Dakota, and Michigan. Please refer to the this website for further information.
- Return to Wisconsin (RTW): These tuition rates apply to non-resident children and grandchildren of alumni who have received a degree from the University of Wisconsin-River Falls. For more information click here.

Programs with Special Costs

There are a variety of programs at our school which have their own special fees and costs that affect the student's bill. Regardless of your residency, if you are participating in any of the following programs your tuition and fees are listed separately.

- School Psychology
- Master of Business Administration
- Sustainable Management
- Health and Wellness Management
- Early Childhood Education
- Adult Degree Completion
- Auditing Classes
- MS Clinical Exercise Physiology

Additional Costs

There may be additional costs for attendance depending on the courses you are taking. They can be in the form of Special Course Fees or Online Fees.
Online Fees

General Fee Payment Information

Archive of Tuition/Fee Schedules

Differential Tuition Information

Segregated Fees Information
Tuition/Fees

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http://www.uwrf.edu/studentbilling/TuitionFees/Index.cfm
Submit the class rosters with final grades recorded on them to the Registrar’s Office by the fifth (5th) business day following the last scheduled class for each course. The instructor is responsible for checking the accuracy of the information on each grade.

(Faculty Senate Policy 8.2.14.2, Revised April 4, 2012)
Final Grade Policy for J-Term and Summer Sessions

Submission of Final Grades for J-Term/Winter Sessions and Summer Sessions

The class rosters with final grades recorded on them are due in the Registrar's Office on or before the fifth (5th) business day following the last scheduled class for that course. The instructor is responsible for checking the accuracy of the information on each grade.

(Faculty Senate Policy 8.2.14.2, Revised April 4, 2012)
Financial Aid Deadlines

January 1
New FAFSA for the next year is available. Complete your FAFSA as early as possible so that your aid is packaged in time for the start of fall semester and so that all aid types you may be eligible for are still available. A PIN is required to electronically “sign” your FAFSA online.

January
Bill statements for spring semester are emailed to students from the UW-River Falls Student Billing Office. Payment plan options are included.

Early February
Spring financial aid is credited to your account. If you have excess financial aid after your charges are paid, a refund is processed shortly after. To receive your refund, you must set up direct deposit in your eSIS (under the Make Online Payment Here button).

March - May
If you are planning on taking summer classes, fill out a summer financial aid application.

April 15
Tax deadline with the IRS.

Summer
If you are borrowing a Federal Perkins Loan and/or Federal Stafford Loan for the first time next fall, you must complete the online Entrance Counseling and Master Promissory Note (MPN): Processing Your Loans

August
Bill statements for fall semester are emailed to students from the UW-River Falls Student Billing Office. Payment plan options are included.

Early September
Fall financial aid is credited to your account. If you have excess financial aid after your charges are paid, a refund is processed shortly after. To receive your refund, you must set up direct deposit in your eSIS (under the Make Online Payment Here button).

October
Complete the UW-River Falls Scholarship Application.

Late December
Satisfactory Academic Progress is evaluated for financial aid recipients. By federal regulations, you must be making
progress to continue to receive federal and state financial aid.
Graduate Procedures

Here is an index to some of the processes you may use during your graduate career at UW-River Falls. If you have additional questions, please contact the Graduate Studies Office.

Appeals Process

If you are unable to complete your program of study within a seven-year time limit, you may appeal once for an extension. Acceptable reasons would include unusual health conditions, fulfillment of military obligations or similar extenuating circumstances.

To make an appeal you would complete the appropriate form and return it to the Graduate Studies Office. In your appeal you must include:

- a specific plan and timetable to complete your degree requirements;
- a statement on your efforts to stay current within your program of study;
- a review from each department chair for all courses taken outside of the seven-year window; and
- a recommendation from your adviser.

The Director of Graduate Studies will review the request and notify the student and the adviser of the decision.

Applying for Graduation

You must apply for graduation through your eSIS account. Click here for...
instructions on how to apply for graduation in eSIS. See the Registrar's Commencement Information for deadlines, application fees and regalia information.

Grading Disputes

Grading disputes should first be discussed with your course instructor. If you are unable to resolve differences, you may appeal your grade by following the procedure described in the UWRF Faculty and Academic Staff Handbook, 8.2.18 Student Appeal of Grades.

Plan B Research Papers

You will defend your master's paper in an oral examination conducted by the three members of your graduate committee. In addition, Plan B research papers must adhere to guidelines for mandatory submission to the university's repository in the Chalmer Davee Library, MINDS@UW-River Falls. The checklist and approval form can be found at the MINDS Submission Information page. The final copy of your paper, with a cover sheet signed by your adviser, and the original MINDS approval form (plus 1 copy of the form) must be submitted to the Graduate Office located in 104 North Hall.

Re-Entry Process

If you are a returning graduate student in good academic standing, you may complete a re-entry request form instead of a complete graduate application. Students who wish to change their program of study or status from temporary student to pursue a degree or certificate will need to complete the full graduate admission process. See Apply Online.

Requesting Course Load Exceptions

See Course Load Rules to determine if you will exceed the course load limits for a particular term. To request an exception, you will need to
complete the Excess Load form and obtain signatures from your adviser and the Director of Graduate Studies. In some cases a copy of your transcript may be required. It is your responsibility to submit the completed form to the Registrar's Office before the end of the first week of classes for the term that you are requesting an exception.

Scheduling Exams

To schedule your oral examination, you will coordinate the date, time and location with your assigned graduate committee members. Once you have scheduled your exam, send an email with this information to the Graduate Studies Office at least two weeks before the examination date and not later than four weeks before the end of your final term. Your email should include confirmation from the committee members that they can attend the scheduled date and time.

If your final term happens to be during the summer, you must make your scheduling arrangements during the previous spring term.

If your degree plan requires you to complete a written comprehensive examination you would schedule this exam with your department.

Plan A Thesis

Because each member of your graduate committee must approve your completed thesis, you must inform all three members of the committee about the development of the problem, research progress, and results, as well as the writing of the thesis. You will defend your thesis in an oral examination. After your paper has been approved by your graduate committee, you will submit it for binding.

One copy of the thesis must be bound. To have your thesis bound, go to 104 North Hall to obtain a deposit slip. Then, you will take the deposit slip and a $15 fee per copy (i.e. $15 for the required copy plus $15 for each additional copy for personal use) to the Student Billing and Financial Aid Service Counter in 315 North Hall (Map). Finally, take your receipt and a copy of both the thesis and the cover page with the signatures of all committee members to the Graduate Studies Office in 104 North Hall. The copies will then be sent out for binding. One will be sent to your advisor and
the other will be submitted to the UWRF Library academic depository.

It is your responsibility to check the manuscripts for proper pagination and deliver them to the Graduate Office. Acceptable margins are either one-inch margin on all sides or a wider margin on the left to accommodate the binding. The cover sheet for the thesis must be signed by your adviser and your Graduate Committee.

Plan A theses must adhere to guidelines for mandatory submission to the university's academic repository at MINDS@UW-River Falls. The checklist and submission form can be found at MINDS Submission Information.
UNIVERSITY OF WISCONSIN River Falls

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Jump to:

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- Plan B Papers
- Re-Entry Process
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Applying for Graduation

You must apply for graduation through your eSIS account. Click here for
instructions on how to apply for graduation in eSIS. See the Registrar's Commencement Information for deadlines, application fees and regalia information.

Grading Disputes

Grading disputes should first be discussed with your course instructor. If you are unable to resolve differences, you may appeal your grade by following the procedure described in the UWRF Faculty and Academic Staff Handbook, 8.2.18 Student Appeal of Grades.

Plan B Research Papers

You will defend your master's paper in an oral examination conducted by the three members of your graduate committee. In addition, Plan B research papers must adhere to guidelines for mandatory submission to the university's repository in the Chalmer Davee Library, MINDS@UW-River Falls. The checklist and approval form can be found at the MINDS Submission Information page. The final copy of your paper, with a cover sheet signed by your adviser, and the original MINDS approval form (plus 1 copy of the form) must be submitted to the Graduate Office located in 104 North Hall.

Re-Entry Process

If you are a returning graduate student in good academic standing, you may complete a re-entry request form instead of a complete graduate application. Students who wish to change their program of study or status from temporary student to pursue a degree or certificate will need to complete the full graduate admission process. See Apply Online.

Requesting Course Load Exceptions

See Course Load Rules to determine if you will exceed the course load limits for a particular term. To request an exception, you will need to
complete the Excess Load form and obtain signatures from your adviser and the Director of Graduate Studies. In some cases a copy of your transcript may be required. It is your responsibility to submit the completed form to the Registrar's Office before the end of the first week of classes for the term that you are requesting an exception.

Scheduling Exams

To schedule your oral examination, you will coordinate the date, time and location with your assigned graduate committee members. Once you have scheduled your exam, send an email with this information to the Graduate Studies Office at least two weeks before the examination date and not later than four weeks before the end of your final term. Your email should include confirmation from the committee members that they can attend the scheduled date and time.

If your final term happens to be during the summer, you must make your scheduling arrangements during the previous spring term.

If your degree plan requires you to complete a written comprehensive examination you would schedule this exam with your department.

Plan A Thesis

Because each member of your graduate committee must approve your completed thesis, you must inform all three members of the committee about the development of the problem, research progress, and results, as well as the writing of the thesis. You will defend your thesis in an oral examination. After your paper has been approved by your graduate committee, you will submit it for binding.

One copy of the thesis must be bound. To have your thesis bound, go to 104 North Hall to obtain a deposit slip. Then, you will take the deposit slip and a $15 fee per copy (i.e. $15 for the required copy plus $15 for each additional copy for personal use) to the Student Billing and Financial Aid Service Counter in 315 North Hall (Map). Finally, take your receipt and a copy of both the thesis and the cover page with the signatures of all committee members to the Graduate Studies Office in 104 North Hall. The copies will then be sent out for binding. One will be sent to your advisor and
the other will be submitted to the UWRF Library academic depository.

It is your responsibility to check the manuscripts for proper pagination and deliver them to the Graduate Office. Acceptable margins are either one-inch margin on all sides or a wider margin on the left to accommodate the binding. The cover sheet for the thesis must be signed by your adviser and your Graduate Committee.

Plan A theses must adhere to guidelines for mandatory submission to the university's academic repository at MINDS@UW-River Falls. The checklist and submission form can be found at MINDS Submission Information.

Back to top
Graduation Honors Policy

Senior Merit
Graduating seniors who have maintained a 3.500 grade point for their last 60 credits will receive Senior Merit.

Cum Laude
Graduating seniors who have maintained a minimum cumulative 3.700 grade point average for their entire college career at all institutions, will receive their diplomas cum laude.

Magna Cum Laude
Graduating seniors who have maintained a minimum cumulative 3.800 grade point average for their entire college career at all institutions will receive their diplomas magna cum laude.

Summa Cum Laude
Graduating seniors who have maintained a minimum cumulative 3.900 grade point average for their entire college career at all institutions will receive their diplomas summa cum laude.

The requirements for the honors were passed by the Faculty Senate, May 2007. (Motion 2006-2007/118)
J-Term Financial Aid | Summer Financial Aid | Study Abroad Financial Aid

J-Term applicants must have completed a FAFSA for the current year and be enrolled during the previous fall semester. The amount of J-Term aid depends on the amount of financial aid eligibility you have remaining for the year. You must be within satisfactory academic progress standards to receive aid. You will receive an email once your aid eligibility has been reviewed.

To have your aid eligibility determined for J-Term, the supplemental application below must be completed once you have registered for your J-Term classes:

Online J-Term Financial Aid Application - The online J-Term application for 2013-14 has closed. Please contact the financial aid office if you have questions.

Summer semester is considered an "add-on" session to the preceding academic year, and you must have completed a FAFSA for the academic year preceding the summer semester. Financial aid for summer depends on the availability of funds and the amount of aid you have already used during the previous academic year. You must be within satisfactory academic progress standards to receive aid.

2014 Summer Aid Application

If you apply for financial aid for a study abroad trip, you must have completed a FAFSA for that academic year. The FAFSA should be completed at least three months prior to the semester in which you plan to study abroad.

The next step for applying for financial aid for a study abroad trip is completing the Additional Expense Form for Study Abroad. The amount of financial aid you are eligible to receive cannot exceed the study abroad program’s standard costs. Increased financial aid eligibility for study abroad programs is usually limited to student or parent loans. A state Study Abroad Grant is available for Wisconsin resident students who have financial need, and while funding is limited, Global Connections makes every attempt to award every student that is eligible. Submitting the Additional Expense Form does not mean that you will receive additional financial aid for studying abroad.

As with any regular semester, you must be enrolled at least half-time (which is six credits for undergraduates and four credits for graduates) to be eligible to receive most financial aid. J-Term credits are combined with fall credits to
determine enrollment for financial aid purposes.

**Note:** Federal Regulations prohibit releasing any financial aid funds before the semester for which you have been awarded. So if you need to pay a trip deposit early, for example, you **must plan ahead**. UW-River Falls financial aid counselors are here to assist you as you arrange funding for going abroad. Please make an individual appointment with a financial aid counselor as soon **as you begin planning** for studying abroad.

If you are attending another college for your study abroad trip, you may encounter additional hurdles in the financial aid process. Financial aid is only available to "degree-seeking" students, so if you are only visiting another college for the purpose of a study abroad, that college cannot offer you aid. You can only get financial aid from the college at which you intend to complete your degree, called the "home institution." UW-River Falls, as the home institution, may be able to offer financial aid for your study abroad through another college with a Financial Aid **Consortium Agreement**. (You need to open and print the agreement from this link, complete the student section and have the Host Institution complete their section, and bring the completed form to the Financial Aid office.) Note: because a number of parties must sign off on this agreement, you need to start this process well in advance of the semester you plan to study abroad.

**Study Abroad Scholarships Available through UW-River Falls**

- The **College of Arts & Sciences Stipend for International Study Abroad** is available to students with at least one full semester with a declared major in the College of Arts & Sciences (or Secondary Education majors) who have completed 45 credits by the time of application, and have a minimum GPA 2.75. The award may be up to $500. An essay and letter of support are required with the application.

- The **College of Business & Economics International Studies Scholarship** is available to students in the college. Click the link above or visit the CBE Office in 124 South Hall for more information and details.

- The **College of Education & Professional Studies International Scholarship** is available to students in the college. Click the link above or visit the CEPS Office in 203 Wyman for more information and details.

- There are several education abroad scholarships available to students. They follow the same application procedure as all other **UWRF Scholarships**. You can search within the scholarship application for education abroad opportunities. These may not follow the standard deadline, so you can watch for new opportunities throughout the year.

**Outside Study Abroad Scholarships**

- **IIEPassport Study Abroad Funding**

- **Institute of International Education** (includes the Benjamin A Gilman International scholarship and the David L.
Boren Scholarship among others

- Rotary International
- International Education Financial Aid
- Fund For Education Abroad
- Go Overseas
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- Rotary International
- International Education Financial Aid
- Fund For Education Abroad
- Go Overseas
**UNIVERSITY OF WISCONSIN River Falls**

**Midwest Student Exchange**

Midwest Student Exchange (MSE): These tuition rates apply to qualifying residents of Illinois, Indiana, Kansas, Missouri, Nebraska, North Dakota, and Michigan. Please refer to the [this website](http://www.uwrf.edu/studentbilling/TuitionFees/Midwest-Student-Exchange) for further information.

**Undergraduate Students**

**Fees for Fall and Spring 2014/2015**

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<th>Seg Fees</th>
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per credit charge over 18 credits: $393.65

**Fees for J-Term 2013/2014**

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**Fees for Summer 2014**

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Online Class Fee Note:

Online classes (Room or Mode of Instruction = "On-Line") for subjects other than those offered by CBE have an additional $45 per credit online fee.

CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $150.00 per credit online fee.

Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL
Minnesota Residents

Undergraduate Students

Fees for Fall and Spring 2014/2015

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Per credit charge after 18 credits: $283.26

Fees for J-Term 2013/2014

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Fees for Summer 2014

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Per credit charge after 9 credits: $282.67
## Graduate Students

### Fees for Fall and Spring 2014/2015

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### Fees for Summer 2014

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### Online Class Fee Note:

Online classes (Room or Mode of Instruction = "On-Line") for subjects other

**Other Fee Information**

Special Course Fees
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Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL

Online Fees

General Fee Payment Information

Archive of Tuition/Fee Schedules

Differential Tuition Information

Segregated Fees Information
UNIVERSITY OF WISCONSIN River Falls

Name Change Policy

A student whose name has changed since last attending UW-River Falls will have his/her academic transcript issued with the name as it currently appears on the official record.

If your name has changed and you would like your official UW-River Falls academic record (and transcript) to reflect the change, you must provide the following information along with your request for the official transcript:

1. A written, signed and dated statement that requests the name change and cites both the old and new names;
2. Legible copies of the following two forms of identification that designate the new name to which you would like your record changed:
   1. photo identification (acceptable forms include a driver's license, state issued ID card, school ID card with photograph, alien registration card with photograph, or military ID card);
   AND
   2. court ordered / legal document (acceptable forms include a marriage license, social security card, birth certificate, legal passport, certification of U.S. citizenship, employment authorization documents, or Native American tribal document).

As necessary, you may be asked to provide additional documentation to support your request for a name change.
Name Change Policy

A student whose name has changed since last attending UW-River Falls will have his/her academic transcript issued with the name as it currently appears on the official record.

If your name has changed and you would like your official UW-River Falls academic record (and transcript) to reflect the change, you must provide the following information along with your request for the official transcript:

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As necessary, you may be asked to provide additional documentation to support your request for a name change.
Non-Residents

Undergraduate Students

Fees for Fall and Spring 2014/2015

<table>
<thead>
<tr>
<th>Credits</th>
<th>Non-Resident</th>
<th>Seg Fees</th>
<th>Total Non-Resident</th>
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<td>12-18</td>
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Per credit charge over 18 credits: $577.97

Fees for J-Term 2013/2014

<table>
<thead>
<tr>
<th>Credits</th>
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<th>Total</th>
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Fees for Summer 2014

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## Graduate Students

### Fees for Fall and Spring 2014/2015

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## Online Class Fee Note:

Online classes (Room or Mode of Instruction = "On-Line") for subjects other

## OTHER FEE INFORMATION

Special Course Fees

[http://www.uwrf.edu/studentbilling/TuitionFees/Non-Residents.cfm](http://www.uwrf.edu/studentbilling/TuitionFees/Non-Residents.cfm)
than those offered by CBE have an additional $45 per credit online fee.

CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $150.00 per credit online fee.

Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL
Online Fees

Online course fees

The University applies a per credit fee for courses designated as online. Online courses do not require any physical meetings on the University campus. The revenue generated by this fee funds the delivery of online courses and support services. Examples of services funded by this fee include the following.

- Academic support service and test proctoring services
- Development and production of online courses
- Technology support services

All online courses have an online class fee of $45.00 per credit in addition to tuition and other mandatory fees.

Online courses in the College of Business and Economics (CBE) (ACCT, BLAW, CBE, CSIS, ECON, FINC, MKTG, MNGT, MSL) also have a $105.00 per credit fee in addition to the $45 online class fee as well as tuition and other mandatory fees.
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Order a Diploma

DUPLICATE DIPLOMAS
Duplicate diplomas may be ordered through the Registrar's Office. To have a duplicate diploma ordered, the Registrar's Office needs the following information:

- How your name should be printed on the diploma.
- The date you received your degree.
- The address you would like the diploma sent to.

There is a $20 fee (check or cash) payable to UWRF. Duplicate diplomas will be printed and sent out ASAP upon receipt of written request. Rush orders are available at an additional fee of $30 within the United States and $50 outside the United States.

Contact Information
Phone: 715-425-3342
Fax: 715-425-3352
Email: registrar@uwrf.edu

Office Hours
Monday - Friday: 7:45am - 4:30pm

APOSTILLE DIPLOMAS
Apostilles are a function of the Secretary of State for the State of Wisconsin. Additional information about apostilles and how to request that particular form of authentication is available at http://www.sos.state.wi.us/apostilles.htm. To apostille a diploma, refer to the guidelines, "A document signed by or issued by a Wisconsin School Officer".

To apostille the diploma, you will need to submit either your original diploma or a certified copy of your diploma (along with the completed Authentication/Apostille Order Form and check) to the Secretary of State for the State of Wisconsin.
Financial aid disbursements

Financial Aid begins disbursing on the 6th day of each semester. This 6th day of each semester is called the Financial Aid census date and is a 'snapshot' of your enrollment at the beginning of that day. Your disbursement and your Pell eligibility are based upon your enrollment at the census date regardless of your enrollment before or after that snapshot. So if you are a financial aid student, it is critical that your financial aid is complete and that you have finalized any course adds/drops before that date.

Financial aid awards are usually divided into two equal payments for fall and spring semesters. You need to become familiar with your eSIS account online to ensure that all funds disburse and are applied to your bill correctly. It is your responsibility to monitor your account to ensure that your bill has been paid or arrangements for payment have been made with the Student Billing Office. Monitor the Billing Statement and Pending Aid areas of your eSIS account regularly, and contact the Financial Aid office if your aid does not disburse when anticipated.

Sign up for Direct Deposit for refunds

Financial aid will be disbursed directly to UW-River Falls to pay your tuition, fees, housing, dining, and other charges on your account. If your aid and/or payments exceed the amount of your semester bill, a refund of the excess amount will be produced. To receive your refund, you must sign up for Direct Deposit through your eSIS after you accept your awards. For directions on how to sign up for Direct Deposit please see the Student Billing Refunds page.

Estimate Your Semester Bill
UNIVERSITY OF WISCONSIN River Falls

Payments and Disbursements

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Estimate Your Semester Bill
UNIVERSITY OF WISCONSIN River Falls

Perkins Loan Rules and Regulations

A Federal Perkins Loan is a low-interest (5 percent) loan for undergraduate students with financial need. UWRF is the lender. The loan is made with government funds with a share contributed by UWRF. The borrower must repay this loan to UWRF. The principal and interest that is repaid is deposited back into the loan fund to lend out again to current and future students.

The first time a Federal Perkins loan is awarded and then accepted by the student, a Master Promissory Note (MPN) is created for the student to sign. Please allow 24 to 36 hours after accepting the award for UWRF to have the promissory note prepared for signing. Usually the student needs to sign the legal document only once while attending UWRF. UWRF now uses an electronic MPN which requires an electronic signature. (See Process my Perkins Loan link)

UWRF has contracted with Educational Computer Systems Incorporated (ECSI) to service their Federal Perkins loan program, creating and maintaining the promissory note through the billing processes. ECSI has been in the business of servicing student loans for over 30 years. With ECSI, you may access your account at any time over the Internet at http://www.ecsi.net. Also ECSI has Customer Service Representatives available Monday through Friday, 6:30 a.m. through 6:30 p.m. Questions about the Perkins loans may be directed to ECSI.

Educational Computer Systems, Incorporated
181 Montour Run Road
Coraopolis, PA 15108
888-549-3274
http://www.ecsi.net

If ECSI is unable to answer your questions, you may contact the school at:
Student Billing
215 North Hall
River Falls, WI 54022
715-425-3145

GENERAL TERMS

The following information is a summary from a Master Promissory Note. It is the legal document governing the relation of UWRF and the borrower.

CHANGE OF STATUS

The Borrower (student) has the responsibility to notify ECSI when they stop attending the University as at least a half-time student. They should also update their addresses and telephone numbers in eSIS (Falcon Account). The borrower should also provide the same information to ECSI. Until the borrower changes any of the information with ECSI, they will use the original information as provided with the Master Promissory Note.

EXIT INTERVIEW
Exit interviews inform the borrower of their Rights and Responsibilities regarding their Perkins loan. This is a separate and different exit procedure than the Stafford loans. Once a student's attendance at UWRF falls below at least a half-time status, they should contact ECSI to set up an Exit Interview. ECSI will provide information as to where to go on-line for the interview (through www.ecsi.net). Until the borrower completes their interview, a hold will be on their records. Once the interview is completed, the hold on your record shall be removed within a week.

**REPAYMENT TERMS**

There is a ten year repayment period. For loans totaling less than $3700, the minimal monthly payment will be $40. For larger loans, the monthly payment will be set at the amount needed to pay the account within the ten year time limit. The borrower may pay the account in full at any time without penalty.

The repayment period begins ten months from the date the borrower ceases to be at least a half-time student. The initial grace period is nine months during which no principal or interest accrues and no payment is due. Interest begins to accrue at the end of the nine month grace period. The interest rate is locked at five percent (5%).

Payments should be sent to ECSI and may be made through the mail, over the Internet, or over the telephone. Remittances should be payable to UWRF c/o ECSI.

**Mail:**

UWRF c/o ECSI  
181 Montour Run Road  
Coraopolis, PA 15108

**Internet:**

http://www.ecsi.net  
The borrower logs into their account and follows the instructions.

**Telephone:**

888-549-3274  
Customer Service Representatives are available Monday through Friday, from 6:30 AM to 6:30 PM (Central Time).

Payments are due the first of each month. If payment or reason for not making payment (deferment or cancellation requests) are not submitted by the first of the month, the account would be subject to a late charge. Filing deferment/cancellation requests and paying in a timely manner are the borrower's responsibilities.

**ACCELERATION OF REPAYMENT**

The borrower may accelerate repayment of the loan (pay loan off early) without penalty. By paying the account down, less interest is charged. So if the borrower sends an early or extra payment they should indicate whether it is to be applied as a regular scheduled payment or to be applied as an accelerated payment. Payments received without any notation are treated as an accelerated payment.
ACCELERATION OF NOTE & COLLECTION COSTS

At any time, the University has the option of accelerating the note, which is to declare the entire amount of the loan due immediately. However it usually is only done when the borrower does not make payments or file proper deferment requests. Accelerated loans are ineligible for deferments provisions and cancellation benefits.

If satisfactory payments are not being made and additional collection effort is taken, the cost of that effort will be added to the borrower's account.

CREDIT REPORTING

Information about the Federal Perkins loan is reported to a National Credit Bureau on a monthly basis.

Federal Perkins loan information is also reported to the National Student Loan Data System (NSLDS) monthly. NSLDS is a database of all Federal Student Loans. Borrowers may check on their Federal loans by accessing the NSLDS at: http://www.nslds.ed.gov/nslds_SA/ and using their FAFSA PIN.

DEFERMENT OF REPAYMENT

Deferment Request forms need to be completed by the borrower and then certified by an authorized official before being sent to ECSI for processing. They are available through the ECSI's web site at: (http://www.ecsi.net/bwr/forms/index.html)

No interest accrues and no payment is due during a period of valid deferment - unless there was an amount that came due prior to the deferment period.

There is no time limit on the following deferments:

- Enrolled and attending as at least a half-time undergraduate student at an eligible institution.*
- Enrolled and attending as a regular student in a course of study that is part of an approved graduate fellowship program.*
- Enrolled and attending a course of study that is part of a rehabilitation training program for disabled individuals.*
- Engaged in graduate or post-graduate approved fellowship supported study outside the United States.*
- For any period of time while providing services as described in the Cancellation section.*

There is a maximum of three (3) years for the following deferments:

- Military service when the borrower is on active duty during a war or other military operation, or national emergency, or performing qualifying National Guard duty.
- Seeking but unable to find full time employment.
- To avoid economic hardship as determined by UWRF Perkins Receivable Office.*

*EXCEPTION: A borrower is ineligible for these deferments when serving a medical internship or residency.

CANCELLATION BENEFITS
Cancellation Request forms need to be completed by the borrower and then certified by an authorized official before being sent to ECSI for processing. They are available through the ECSI's web site at: (http://www.ecsi.net/bwr/forms/index.html)

Cancellation benefits are available to Perkins Loan borrowers who work full-time in an eligible position for a full year (or equivalent). Unless identified otherwise, the cancellation rates are:

- First year, 15%
- Second year, 15%
- Third year, 20%
- Fourth year, 20%
- Fifth year, 30%

**Teacher Cancellations**

For teachers, the borrower must be employed full-time at a public or a non-profit school (or an approved program) and also able to apply at least one of the following criteria:

- Teaching in a school that is listed by Department of Education as having a high concentration of low income families
- Teaching handicapped infants, toddlers, children, and/or youth
- Teaching mathematics, sciences, foreign languages, bilingual education, or any other field of expertise as determined by the state educational agencies to have a shortage of qualified teachers.
- Full-time Head Start teaching staff members are able to access a cancellation benefit of 15% per year so long as
  - It is operated for a period comparable to a full academic year, and
  - The salary paid is less than a comparable employee in the locality.

**Early Intervention Services Cancellations**

For professionals from Early Intervention Services who work with preschool children.

**Law Enforcement or Corrections Cancellation**

Cancellations for a full-time law enforcement officer - or - a full-time corrections officer for a local, State or Federal agency.

**Health Care Service Cancellation**

Cancellations due to being a full-time nurse or medical technician providing primary health care service.

**Service to High Risk Children/Families Cancellation**

Full-time employee of a child or family agency that is providing or supervising the provision of services to high risk children and their families from low income communities.

**Volunteer Service Cancellation**

Your are entitled to have up to 70% of the Perkins loan cancelled if you are a volunteer for either the Peace Corps or and organization created under the Domestic Volunteer Service Act of 1973. This provision uses the same cancellation rate schedule, however only for the first four years.
Military Cancellation

For each year of full-time active duty in the Armed Forces of the United States serving in an area of defined hostilities (Section 310 of Title 37 of the United States Code), you may cancel up to 50% of your loan at the rate of 12.5% per year.

Death and Disability Cancellation

If the borrower dies or becomes permanently and totally disabled, the entire amount of this loan plus the interest will be cancelled.
Perkins Loan Rules and Regulations

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The Borrower (student) has the responsibility to notify ECSI when they stop attending the University as at least a half-time student. They should also update their addresses and telephone numbers in eSIS (Falcon Account). The borrower should also provide the same information to ECSI. Until the borrower changes any of the information with ECSI, they will use the original information as provided with the Master Promissory Note.

EXIT INTERVIEW
Exit interviews inform the borrower of their Rights and Responsibilities regarding their Perkins loan. This is a separate and different exit procedure than the Stafford loans. Once a student's attendance at UWRF falls below at least a half-time status, they should contact ECSI to set up an Exit Interview. ECSI will provide information as to where to go on-line for the interview (through www.ecsi.net). Until the borrower completes their interview, a hold will be on their records. Once the interview is completed, the hold on your record shall be removed within a week.

**REPAYMENT TERMS**

There is a ten year repayment period. For loans totaling less than $3700, the minimal monthly payment will be $40. For larger loans, the monthly payment will be set at the amount needed to pay the account within the ten year time limit. The borrower may pay the account in full at any time without penalty.

The repayment period begins ten months from the date the borrower ceases to be at least a half-time student. The initial grace period is nine months during which no principal or interest accrues and no payment is due. Interest begins to accrue at the end of the nine month grace period. The interest rate is locked at five percent (5%).

Payments should be sent to ECSI and may be made through the mail, over the Internet, or over the telephone. Remittances should be payable to UWRF c/o ECSI.

Mail:

UWRF c/o ECSI  
181 Montour Run Road  
Coraopolis, PA 15108

Internet:

http://www.ecsi.net  
The borrower logs into their account and follows the instructions.

Telephone:

888-549-3274  
Customer Service Representatives are available Monday through Friday, from 6:30 AM to 6:30 PM (Central Time).

Payments are due the first of each month. If payment or reason for not making payment (deferment or cancellation requests) are not submitted by the first of the month, the account would be subject to a late charge. Filing deferment/cancellation requests and paying in a timely manner are the borrower’s responsibilities.

**ACCELERATION OF REPAYMENT**

The borrower may accelerate repayment of the loan (pay loan off early) without penalty. By paying the account down, less interest is charged. So if the borrower sends an early or extra payment they should indicate whether it is to be applied as a regular scheduled payment or to be applied as an accelerated payment. Payments received without any notation are treated as an accelerated payment.
ACCELERATION OF NOTE & COLLECTION COSTS

At any time, the University has the option of accelerating the note, which is to declare the entire amount of the loan due immediately. However it usually is only done when the borrower does not make payments or file proper deferment requests. Accelerated loans are ineligible for deferments provisions and cancellation benefits.

If satisfactory payments are not being made and additional collection effort is taken, the cost of that effort will be added to the borrower's account.

CREDIT REPORTING

Information about the Federal Perkins loan is reported to a National Credit Bureau on a monthly basis.

Federal Perkins loan information is also reported to the National Student Loan Data System (NSLDS) monthly. NSLDS is a database of all Federal Student Loans. Borrowers may check on their Federal loans by accessing the NSLDS at: http://www.nslds.ed.gov/nslds_SA/ and using their FAFSA PIN.

DEFERMENT OF REPAYMENT

Deferment Request forms need to be completed by the borrower and then certified by an authorized official before being sent to ECSI for processing. They are available through the ECSI's web site at: http://www.ecsi.net/bwr/forms/index.html

No interest accrues and no payment is due during a period of valid deferment - unless there was an amount that came due prior to the deferment period.

There is no time limit on the following deferments:

- Enrolled and attending as at least a half-time undergraduate student at an eligible institution.*
- Enrolled and attending as a regular student in a course of study that is part of an approved graduate fellowship program.*
- Enrolled and attending a course of study that is part of a rehabilitation training program for disabled individuals.*
- Engaged in graduate or post-graduate approved fellowship supported study outside the United States.*
- For any period of time while providing services as described in the Cancellation section.*

There is a maximum of three (3) years for the following deferments:

- Military service when the borrower is on active duty during a war or other military operation, or national emergency, or performing qualifying National Guard duty.

- Seeking but unable to find full time employment.

- To avoid economic hardship as determined by UWRF Perkins Receivable Office.*

*EXCEPTION : A borrower is ineligible for these deferments when serving a medical internship or residency.

CANCELLATION BENEFITS
Cancellation Request forms need to be completed by the borrower and then certified by an authorized official before being sent to ECSI for processing. They are available through the ECSI's web site at: (http://www.ecsi.net/bwr/forms/index.html)

Cancellation benefits are available to Perkins Loan borrowers who work full-time in an eligible position for a full year (or equivalent). Unless identified otherwise, the cancellation rates are:

- First year, 15%
- Second year, 15%
- Third year, 20%
- Fourth year, 20%
- Fifth year, 30%

**Teacher Cancellations**

For teachers, the borrower must be employed full-time at a public or a non-profit school (or an approved program) and also able to apply at least one of the following criteria:

- Teaching in a school that is listed by Department of Education as having a high concentration of low income families
- Teaching handicapped infants, toddlers, children, and/or youth
- Teaching mathematics, sciences, foreign languages, bilingual education, or any other field of expertise as determined by the state educational agencies to have a shortage of qualified teachers.
- Full-time Head Start teaching staff members are able to access a cancellation benefit of 15% per year so long as
  - It is operated for a period comparable to a full academic year, and
  - The salary paid is less than a comparable employee in the locality.

**Early Intervention Services Cancellations**

For professionals from Early Intervention Services who work with preschool children.

**Law Enforcement or Corrections Cancellation**

Cancellations for a full-time law enforcement officer - or - a full-time corrections officer for a local, State or Federal agency.

**Health Care Service Cancellation**

Cancellations due to being a full-time nurse or medical technician providing primary health care service.

**Service to High Risk Children/Families Cancellation**

Full-time employee of a child or family agency that is providing or supervising the provision of services to high risk children and their families from low income communities.

**Volunteer Service Cancellation**

Your are entitled to have up to 70% of the Perkins loan cancelled if you are a volunteer for either the Peace Corps or and organization created under the Domestic Volunteer Service Act of 1973. This provision uses the same cancellation rate schedule, however only for the first four years.
Military Cancellation

For each year of full-time active duty in the Armed Forces of the United States serving in an area of defined hostilities (Section 310 of Title 37 of the United States Code), you may cancel up to 50% of your loan at the rate of 12.5% per year.

Death and Disability Cancellation

If the borrower dies or becomes permanently and totally disabled, the entire amount of this loan plus the interest will be cancelled.
Programs with Special Costs

Masters in School Psychology (M.S.E)-First Two Years

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Per credit charge over 9 credits for WI Residents: $424.47

Per Credit Charge over 9 credits for MN Residents: $478.29

J-Term 2013-2014 Tuition and Fees

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Per credit charge over 6 credits for WI Resident: $424.47

Per credit charge over 6 credits for MN Residents: $465.69

Summer 2014

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Per Credit Charge over 9 credits for WI Residents: $424.47

Per Credit Charge over 9 credits for MN Residents: $465.69

Specialist Degree in School Psychology (Ed.S.)-Final Two Years of the Program

### Fall/Spring 2014-2015 Tuition and Fees

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Per credit charge over 8 credits: $449.85

### J-Term 2013-2014 Tuition and Fees

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Per credit charge over 4 credits: $432.55

### Summer 2014

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### Masters of Business Administration

#### Fall/Spring 2014-2015

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Per credit charge over 4 credits: $691.50

### Summer 2014

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Per credit charge over 8 credits: $691.50

### Sustainable Management & Health and Wellness Management

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This rate applies to all SMGT classes

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**Summer 2014**

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<tr>
<td>6</td>
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<td>323.21</td>
<td>1,990.31</td>
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</table>

Per credit charge over 4 credits is $272.43

Adult Degree Completion - Business Administration

**Fall/Spring 2014-2015**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
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<tbody>
<tr>
<td>1</td>
<td>330.24</td>
<td>150.78</td>
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<td>660.48</td>
<td>223.79</td>
<td>884.27</td>
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<td>3</td>
<td>990.72</td>
<td>296.80</td>
<td>1,287.52</td>
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<tr>
<td>Credits</td>
<td>Tuition</td>
<td>Campus Fees</td>
<td>Total</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>-------------</td>
<td>----------</td>
</tr>
<tr>
<td>1</td>
<td>330.24</td>
<td>40.42</td>
<td>370.66</td>
</tr>
<tr>
<td>2</td>
<td>660.48</td>
<td>80.83</td>
<td>741.31</td>
</tr>
<tr>
<td>3</td>
<td>990.72</td>
<td>121.26</td>
<td>1,111.98</td>
</tr>
<tr>
<td>4</td>
<td>1,320.96</td>
<td>161.61</td>
<td>1,482.57</td>
</tr>
</tbody>
</table>

Per credit charge over 12 credits: $324.82

This rate applies to students in the following Program/Plans:

- BUSA.BS.ADC
- BUSA.BS.FINC.ADC
- BUSA.BS.MNGT.ADC
- BUSA.BS.MKTG.ADC

NEW STUDENT FEES:

NEW STUDENT FEE: **$208.75** (one time charge)

NEW STUDENT TRANSFER FEE: **$184.75** (one time charge)

J-Term 2013-2014

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>330.24</td>
<td>40.42</td>
<td>370.66</td>
</tr>
<tr>
<td>2</td>
<td>660.48</td>
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<td>741.31</td>
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<tr>
<td>3</td>
<td>990.72</td>
<td>121.26</td>
<td>1,111.98</td>
</tr>
<tr>
<td>4</td>
<td>1,320.96</td>
<td>161.61</td>
<td>1,482.57</td>
</tr>
</tbody>
</table>

Per credit charge over 12 credits: $324.82
### Summer 2014

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>1,548.99</td>
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<td>6</td>
<td>1,981.44</td>
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### Auditing Fees

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>MN Reciprocity</th>
<th>Non-Resident</th>
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</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>79.00</td>
<td>85.00</td>
<td>289.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>127.00</td>
<td>136.00</td>
<td>466.00</td>
</tr>
<tr>
<td><strong>Senior (60+)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$0.00</td>
<td>85.00</td>
<td>289.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>$0.00</td>
<td>136.00</td>
<td>466.00</td>
</tr>
</tbody>
</table>

Non-degree seeking students only taking audit classes may audit a class on a space available basis with the instructor's approval at the per credit audit fee. Campus fees will not be charged, but nor will the comparable services be available.

It is the responsibility of the student to see permission to audit a class from the instructor and fill out the proper audit forms, available in the Registrar's Office.

### MS Clinical Exercise Physiology

### Fall/Spring 2014-2015

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>500.00</td>
<td>141.55</td>
<td>641.55</td>
</tr>
</tbody>
</table>

Programs with Special Costs: [Link](http://www.uwrf.edu/studentbilling/TuitionFees/Programs-with-Special...
### Credits Tuition Campus Fees Total

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>1500.00</td>
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<tr>
<td>4</td>
<td>2000.00</td>
<td>143.70</td>
<td>2,143.70</td>
</tr>
</tbody>
</table>

Per credit charge over 4 credits: $500

Charge for 9 credits and over: $4,500

### Summer 2014

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>2000.00</td>
<td>204.15</td>
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### J-Term 2013-2014

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
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<tbody>
<tr>
<td>1</td>
<td>500.00</td>
<td>35.94</td>
<td>535.94</td>
</tr>
<tr>
<td>2</td>
<td>1000.00</td>
<td>71.87</td>
<td>1,071.87</td>
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<tr>
<td>3</td>
<td>1500.00</td>
<td>107.82</td>
<td>1,607.82</td>
</tr>
<tr>
<td>4</td>
<td>2000.00</td>
<td>143.70</td>
<td>2,143.70</td>
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</tbody>
</table>

Per credit charge over 4 credits: $500

Charge for 9 credits and over: $4,500
<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>300.00</td>
<td>150.78</td>
<td>450.78</td>
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<td>2</td>
<td>600.00</td>
<td>223.79</td>
<td>823.79</td>
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<td>900.00</td>
<td>296.80</td>
<td>1,196.80</td>
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<td>1,200.00</td>
<td>369.81</td>
<td>1,569.81</td>
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<td>1,500.00</td>
<td>442.82</td>
<td>1,942.82</td>
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<td>2,688.84</td>
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<td>3,061.67</td>
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<td>661.67</td>
<td>3,361.67</td>
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<td>661.67</td>
<td>3,661.67</td>
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<td>12</td>
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<td>661.67</td>
<td>4,261.67</td>
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</table>

Per Credit Charge over 12 Credits: $300.00

**J-Term 2013-2014**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
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<td>40.42</td>
<td>340.42</td>
</tr>
<tr>
<td>2</td>
<td>600.00</td>
<td>80.84</td>
<td>680.84</td>
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<tr>
<td>3</td>
<td>900.00</td>
<td>121.26</td>
<td>1,021.26</td>
</tr>
<tr>
<td>4</td>
<td>1,200.00</td>
<td>161.61</td>
<td>1,361.61</td>
</tr>
</tbody>
</table>

Per credit charge over 4 credits: $300.00

**Summer 2014**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>300.00</td>
<td>85.35</td>
<td>385.35</td>
</tr>
<tr>
<td>2</td>
<td>600.00</td>
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<td>3</td>
<td>900.00</td>
<td>180.47</td>
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<td>1,200.00</td>
<td>228.03</td>
<td>1,428.03</td>
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<td>1,500.00</td>
<td>275.59</td>
<td>1,775.59</td>
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<tr>
<td>6</td>
<td>1,800.00</td>
<td>323.21</td>
<td>2,123.21</td>
</tr>
</tbody>
</table>

Per credit charge over 4 credits: $300.00
Online Class Fee Note:

Online classes (Room or Mode of Instruction = "On-Line") for subjects other than those offered by CBE have an additional $45 per credit online fee.

CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $150.00 per credit online fee.

Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL
Refunds

Refund Processing

A refund is automatically generated when a student has a credit balance on his or her student account in eSIS. Credit balances occur when payments and/or financial aid exceeds tuition and fee charges. UWRF requires students to sign up for direct deposit of refunds. All students eligible to enroll will receive an email from easypathrefund@ecsi.net with direct deposit sign up information including refund account ID and temporary password. UWRF has partnered with ECSI to provide refunding services beginning May 12, 2014.

Students can access the ECSI website to sign up for direct deposit two ways if they no longer have the email from easypathrefund@ecsi.net:

1. Click on Direct Deposit Signup from your eSIS Student Center
2. Go to the ECSI website, https://www.ecsi.net/refund/?client=REF-J1 Here you can also check on the status of your refund.

- The UWRF client code is REF-J1
- Your account ID is the first two letters of your last name plus your Falcon ID. For example, a student with the last name of "Smith" and Falcon ID of "W3090000" would have a refund Account ID of smw3090000.
- You will receive your temporary password in the email from easypathrefund@ecsi.net or click on the Lost Password? Link and re-enter the client code REF-J1 and your Account ID (Login ID) and select "Email My Password."

Refunds are processed once per week, generally on Tuesdays. Your refund will be delayed if you are not signed up for direct deposit. Please contact the Student Billing Office at 715-425-3145 if you are unable to obtain a bank account to use for direct deposit of refunds.

Refund Schedule for Academic Fees for Drops and Withdrawals

The refund schedule below can be used for calculating the refund of tuition, segregated fees, and online fee charges based on the session length and time point in the period when the withdrawal or drop occurred. The amount owed or the refund due is based on the total charges rather than the amount paid to date. Classes dropped after the 100% refund period are included in the credits attempted for the term and used for determining tuition for the term.

*Refunds are based on total FEES CHARGED rather than amount paid.

<table>
<thead>
<tr>
<th>Session Length</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks &amp; up</td>
<td>100% -$50</td>
<td>100% -$100</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Time Period</td>
<td>100% -$50</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>-------------</td>
<td>------------</td>
<td>-----</td>
<td>-----</td>
<td>------</td>
</tr>
<tr>
<td>8-11 weeks</td>
<td>100% -$50</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>5-7 weeks</td>
<td>100% -$50</td>
<td>50%</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3-4 weeks</td>
<td>100% -$50</td>
<td>25%</td>
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<td>None</td>
</tr>
<tr>
<td>2 weeks</td>
<td>100% -$50</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>1 week</td>
<td>100% -$50</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

*Only for the first two days*

Please note that in addition to the adjustment to tuition and fee charges explained above Financial Aid may be recalculated for students withdrawing from the University. The University is required to calculate if any Federal Financial Aid, also known as Title IV Aid, needs to be returned for withdrawn students. Title IV Aid is prorated on a daily basis. Students are not eligible for 100% of Title IV Funds until the student has completed at least 60% of the term. Withdrawing prior to that time may mean that the student will have to repay a portion of the Title IV Funds, which may impact the refund amount or amount due to the University.

Refund of Other Fees

Room and meal plan refunds are pro-rated by the Housing and Dining Offices. Please call Residence Life at 715-425-4555 with room charge questions or Dining Services at 715-425-4444 with meal plan questions.

Special Course Fees are refunded 100% through week 2 of courses running 10 weeks or more and through week 1 of courses running 9 weeks of less. Special course fees are non-refundable after this time. Special refund policies may apply for access codes for online resources. Appeals of special course fees should be directed to the department charging the Special Course Fee.
Refunds

Refund Processing

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*Refunds are based on total FEES CHARGED rather than amount paid.

<table>
<thead>
<tr>
<th>Session Length</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks &amp; up</td>
<td>100% -$50</td>
<td>100% -$100</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Duration</td>
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<td>25%</td>
<td>None</td>
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<td>----------------</td>
<td>-------</td>
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<td>------</td>
</tr>
<tr>
<td>8-11 weeks</td>
<td>$50</td>
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<td>None</td>
</tr>
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<td>5-7 weeks</td>
<td>$50</td>
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<td>3-4 weeks</td>
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<tr>
<td>1 week</td>
<td>$50</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

*Only for the first two days*

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A $100 deposit is required from new freshman and undergraduate students to verify your intent to enroll. The deposit payment must be received prior to registration for Fall or Spring Terms. Payments can be made online from the [Admissions](http://www.uwrf.edu/studentbilling/RegistrationDepositPolicy.cfm) website. The $100 deposit is not required for graduate students or undergraduate students admitted for J-Term or Summer sessions. The $100 deposit will be applied to your first semester tuition charges.

If you choose not to enroll, the $100 deposit will be refunded if you notify us at admit@uwrf.edu by May 1st for fall semester or November 15th for spring semester. Deposits received after those dates are nonrefundable.
Registration Deposit

A $100 deposit is required from new freshman and undergraduate students to verify your intent to enroll. The deposit payment must be received prior to registration for Fall or Spring Terms. Payments can be made online from the Admissions website. The $100 deposit is not required for graduate students or undergraduate students admitted for J-Term or Summer sessions. The $100 deposit will be applied to your first semester tuition charges.

If you choose not to enroll, the $100 deposit will be refunded if you notify us at admit@uwrf.edu by May 1st for fall semester or November 15th for spring semester. Deposits received after those dates are nonrefundable.
A student may repeat any course in which a grade of 'C-', 'D+', 'D', 'F', 'XF', 'U', or 'W' was earned.

Students may request to repeat courses in which other grades were received only if there are extenuating circumstances. To request this exception, a Course Repeat Exception form must be completed and approved by the student's adviser, the chair of the department offering the course, and the student's Dean BEFORE the end of the first day of classes for that term. If the form is not completed and submitted to the Registrar's Office by the end of the first day of classes for that term, the student will be automatically dropped from the roster.

The original grade will remain on the student's transcript. The new grade will replace the previous grade when computing the grade point average (GPA). If a student repeats a course and earns a lower new grade, the lower new grade will be used in the computation of the GPA. If a student withdraws from a course taken as a "Repeat," the original grade earned will be reinstated in the overall GPA calculation.

The University does not guarantee the right to repeat any course. Courses may be deactivated, discontinued, or offered on a different schedule.

Students may not retake courses at another institution in order to raise their UWRF GPA. Transfer credit generally applies toward graduation. However, grades for these courses will not be calculated into your UWRF cumulative GPA.

NOTE: Athletes should check with their coaches before repeating courses in which a grade of D was earned, as it may affect their athletic eligibility. Students receiving veteran's benefits may not count in benefit level determination those credits for which D's were previously earned.

Faculty Senate Policy passed December 1, 2012 (Motion 2012-2013/69)
Repeated Courses

A student may repeat any course in which a grade of 'C-', 'D+', 'D', 'F', 'XF', 'U', or 'W' was earned.

Students may request to repeat courses in which other grades were received only if there are extenuating circumstances. To request this exception, a Course Repeat Exception form must be completed and approved by the student's adviser, the chair of the department offering the course, and the student's Dean BEFORE the end of the first day of classes for that term. If the form is not completed and submitted to the Registrar's Office by the end of the first day of classes for that term, the student will be automatically dropped from the roster.

The original grade will remain on the student's transcript. The new grade will replace the previous grade when computing the grade point average (GPA). If a student repeats a course and earns a lower new grade, the lower new grade will be used in the computation of the GPA. If a student withdraws from a course taken as a "Repeat", the original grade earned will be reinstated in the overall GPA calculation.

The University does not guarantee the right to repeat any course. Courses may be deactivated, discontinued, or offered on a different schedule.

Students may not retake courses at another institution in order to raise their UWRF GPA. Transfer credit generally applies toward graduation. However, grades for these courses will not be calculated into your UWRF cumulative GPA.

NOTE: Athletes should check with their coaches before repeating courses in which a grade of D was earned, as it may affect their athletic eligibility.

Students receiving veteran's benefits may not count in benefit level determination those credits for which D's were previously earned.

NOTE TO FINANCIAL AID STUDENTS: In accordance with federal regulations, you are not allowed to use federal financial aid to pay for repeated classes in which you previously received a grade of C or higher. If you have any questions on how this could affect your financial aid award, contact the Financial Aid Office.

Faculty Senate Policy passed December 1, 2012 (Motion 2012-2013/69)
Residency for Tuition Purposes

Upon admission students are classified as residents or non-residents. Residency for tuition purposes is based upon standards set forth in Wisconsin Statutes 36.27(2), which govern resident status for tuition purposes. These standards are different from other standards used to determine residency for voting, paying taxes, and other purposes. Therefore, it is important that you understand the Wisconsin statute governing resident status for tuition purposes and how it may apply to you.

Informational Brochures, Guidelines, & Frequently Asked Questions

- "Residency for Tuition Purposes" brochure (pdf) - July 2011
- Minnesota Reciprocity
  - Section 39.47–Minnesota-Wisconsin Student Reciprocity Agreement
  - Minnesota-Wisconsin Tuition Reciprocity Application
- Guidelines for implementing the HEOA (20 U.S.C. §1015d) providing in-state tuition to certain members of the Armed Forces and their families.

Campus Residency Contacts

Statutes

- Wisconsin Statutes
  - Section 36.27–Tuition [for Residents and Nonresidents]
- Wisconsin Administrative Code
  - Chapter UWS 20–Nonresident Tuition Determination Procedures and Appeals
- Federal Statutes
  - 20 U.S.C. 1015d—In-State Tuition Rates for Members of the Armed Forces on Active Duty, Spouses, and Dependent Children

Residency Appeals Committee Training
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Residency Appeals Committee Training
A student may find it necessary to withdraw from all classes during a semester. The student may be eligible to receive a refund of tuition and course fees depending upon the timing of withdrawal.

If circumstances cause a student to withdraw from all classes, they are encouraged to contact their academic advisor so their decision will be based on a clear understanding of the consequences of withdrawing from all classes.

**Determining Aid Earned**

If a student withdraws from UW-River Falls, then the school, or the student, or both may be required to return some or all of the federal funds awarded to the student for that semester. The federal government requires a return of Title IV federal aid that was received if the student withdrew on or before completing 60% of the semester. Federal funds, for the purposes of this federal regulation, include Pell Grant, Academic Competitiveness Grant, National SMART Grant, Supplemental Educational Opportunity Grant, Unsubsidized Stafford Loans, Subsidized Stafford Loans, Perkins Loans, and Parent PLUS Loans. The formula used in this federal "return of funds" calculation divides the aid received into earned aid and unearned aid.

A student "earns" financial aid in proportion to the time s/he is enrolled up to the 60% point. The percentage of federal aid to be returned (unearned aid) is equal to the number of calendar days remaining in the semester when the withdrawal takes place divided by the total number of calendar days in the semester. If a student was enrolled for 20% of the semester before completely withdrawing, 80% of federal financial aid must be returned to the aid programs. If a student stays through 50% of the semester, 50% of federal financial aid must be returned.

For a student who withdraws after the 60% point-in-time, there is no unearned aid. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

**Return of Title IV Federal Financial Aid**

Once the amount of unearned federal aid is calculated, the UW-River Falls repayment responsibility is the lesser of that amount or the amount of unearned institutional charges. The school satisfies its responsibility by repaying funds in the student's package in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Perkins Loan
- Parent PLUS Loan
- Pell Grant
- FSEOG
- Other Title IV Grant Funds

Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution and/or the U.S. Department of Education. If a student fails to repay grant funds, s/he may be ineligible for future federal financial aid.
A student may find it necessary to withdraw from all classes during a semester. The student may be eligible to receive a refund of tuition and course fees depending upon **the timing of withdrawal**.

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Return to Wisconsin

Return to Wisconsin (RTW): These tuition rates apply to non-resident children and grandchildren of alumni who have received a degree from the University of Wisconsin-River Falls. For more information visit here.

Undergraduate Students

### Fees for Fall and Spring 2014/2015

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Per credit charge over 18 credits: $433.48

### Fees for J-Term 2013/2014

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### Fees for Summer 2014

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Online Class Fee Note:

Online classes (Room or Mode of Instruction = "On-Line") for subjects other than those offered by CBE have an additional $45 per credit online fee.

CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $150.00 per credit online fee.

Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL

OTHER FEE INFORMATION

Special Course Fees
Online Fees
General Fee Payment Information
Archive of Tuition/Fee Schedules
Differential Tuition Information
Segregated Fees Information
Satisfactory Academic Progress Policy

Federal regulations mandate that all institutions of higher education establish Satisfactory Academic Progress (SAP) standards for students receiving financial aid. (Note: Financial Aid SAP policy criteria differs from the University’s Academic Standards Suspension and Probation Policy criteria. Students who receive financial aid must understand and meet both standards.)

In order to receive financial aid ongoing, students must meet the following three SAP standards:

1. Grade Point Average:
   Undergraduate students must maintain a cumulative GPA of 2.0 or above.
   Graduate students must maintain a cumulative GPA of 3.0 or above.

2. Minimum Credits Completed:
   Students must successfully complete 67% of total attempted credits. That means:
   - Credits attempted include all courses that are part of the student's official record, regardless of the grade earned. All grades of A, B, C, D, or S denote satisfactory course completion. A grade of F, XF, W, U, SP, or I denotes unsatisfactory course completion.
   - Repeated courses will count as credits attempted each time the course is taken. note: regulations dictate that students cannot use financial aid to pay for a course with a passing grade more than twice (i.e., taken initially and repeated once).
   - Audit courses are not counted when calculating SAP.
   - The 67% is calculated by taking the number of earned credits divided by the number of attempted credits (for example, 120 divided by 180 is a pace of 67%).
   - As a student earns 67% of credits attempted in each semester, the student should complete an academic program within the maximum timeframe (below).

3. Maximum Timeframe:
   A student can receive financial aid for no more than 150% of the published number of credits required for the current academic program. Most UW-River Falls undergraduate programs require 120 credits, so students can receive financial aid up to 180 credits even if they have not yet graduated.
   If a student is pursuing a second degree, the 180-credit maximum may be exceeded only through the appeal process, evaluated on a case-by-case basis.
   Most graduate programs require 34 credits, so a student could receive financial aid up to 51 credits even if they have not yet graduated.

Financial Aid Suspension

After grades have been submitted and the Registrar's office has calculated Academic Suspension following each fall
semester, the financial aid office evaluates SAP on all students. Accordingly, a student's financial aid eligibility is suspended for subsequent semesters if the student presents any of the following:

- an undergraduate cumulative GPA less than 2.0 (3.0 for graduate students)
- a completion rate less than 67% of total attempted credits (see Minimum Credits Completed above)
- a credit total exceeding the maximum time frame (explained above)
- Academic Suspension (If a student is suspended academically after any semester, that student is automatically be placed on financial aid suspension as well.)

Financial Aid Reinstatement Appeal
If a financial aid recipient is placed on Financial Aid Suspension, that student may appeal for a Financial Aid Probation semester using the appropriate form:

Satisfactory Academic Progress (SAP) Appeal - GPA/Completion Status
Satisfactory Academic Progress (SAP) Appeal - Max Time Form

Appeals will result in either financial aid reinstatement (Financial Aid Probation) or financial aid denial (Financial Aid Suspension).

The student can receive financial aid during the Financial Aid Probation semester if:

- the student's appeal is approved and
- it is possible for the student to meet the SAP standards at the end of the Probation semester by either:
  - meeting the terms of probation in the letter from the Financial Aid Office and/or
  - meeting the criteria of an academic plan developed with the student's academic advisor

In either case, if the terms are followed, this will ensure that the student is able to meet the SAP standards by a future established and agreed upon date/semester.

The appeal must be submitted and approved before the end of the semester for which the student is appealing to received financial aid.

Students will be notified if their appeals are approved; this email will explain Financial Aid Probation and outline the specifics of their academic plans.

Regaining Continued Eligibility
All students who are on Financial Aid Probation will be reevaluated for SAP progress at the end of the Probation semester, and manually monitored following each term as long as they remain on probation or an academic plan:

- If the student meets the SAP progress criteria after the Probation semester, financial aid eligibility will be reinstated.
- If the student does not meet the SAP requirements after the Probation semester but meets other specific criteria in the academic plan, the student will be placed on Financial Aid Probation again for the subsequent semester. The student will again be eligible for financial aid during the Financial Aid Probation semester and will be reviewed for SAP at the
end of that semester. The student will be notified with results and instructions.

- Any student who meets neither the Probation semester SAP progress criteria nor the specifics of the academic plan will be placed on Financial Aid Suspension, lose financial aid eligibility, and will be notified accordingly.

While on Financial Aid Suspension, students can apply for private or alternative loans that do not require Satisfactory Academic Progress while attending school.

**Additional Information for Students Returning From Studying Abroad:**

**UWRF Study Abroad Program**
If a student has participated in a UWRF study abroad program and receives an I (incomplete) grade, the Financial Aid Office is still required to count those credits as attempted, and they will be counted as unsatisfactory in the course completion total until the I is updated to an official grade, the student must notify the UW-River Falls Financial Aid Office to have SAP re-evaluated.

**Non-UWRF Study Abroad Program**
Grades for credits attempted through a non-UWRF study abroad program are historically slow in being reported to the UWRF Registrar's Office. The Financial Aid Office is still required to count those credits as attempted, and they will be counted as unsatisfactory in the course completion total until an official transcript from the other school is received and evaluated by the UWRF Registrar's Office. This situation may result in a financial aid reinstatement. The Financial Aid Office will be notified by the Registrar's Office once the official transcript had been evaluated and the Financial Aid Office will then re-evaluate SAP.
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Regaining Continued Eligibility
All students who are on Financial Aid Probation will be reevaluated for SAP progress at the end of the Probation semester, and manually monitored following each term as long as they remain on probation or an academic plan:

- If the student meets the SAP progress criteria after the Probation semester, financial aid eligibility will be reinstated.
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Second Degree Policy

Students who have a Bachelor's degree but wish to pursue their education further may elect to seek a second degree.

For UW-River Falls graduates, the second degree must be different from the first degree; a student with a B.S. degree would be allowed to work towards a B.A. degree but not a second B.S. degree. Appeals of the second B.S. degree may be submitted in writing to the Dean of the college offering the second degree.

Individual students may obtain a second degree for which they are eligible by completing the following:

- Meeting all specific requirements for the second degree.
- A UWRF graduate must complete an additional 30 resident semester credits beyond the issuance of the first degree.
- Graduate of another university must successfully complete a minimum of 30 resident semester credits; meet all General Education, professional and major/minor requirements for the second degree. At least six credits of these credits must be in the major area and at least three credits must be in the minor area; additional major or minor credits may be required by individual departments.
- The final fifteen credits for the degree must be earned at UWRF unless an exception is granted by the College Dean.
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- The final fifteen credits for the degree must be earned at UWRF unless an exception is granted by the College Dean.
UNIVERSITY OF WISCONSIN River Falls

Transcripts

Requesting Transcripts
A UWRF Official Transcript is a complete record of a student's enrollment at UWRF maintained by the Registrar's Office.

An Official Transcript includes all undergraduate, graduate, and professional courses. Partial transcripts are not available.

This permanent record is considered confidential between the student and the university.

No transcripts are released, except to authorized representatives within the University, without the written permission of the student.

An Official Transcript will not be issued unless all obligations to the university have been satisfied.

Official Transcripts will not be faxed. They can only be picked up or mailed.

UNOFFICIAL TRANSCRIPT

"Unofficial" transcripts are limited to enrolled students, who may access unofficial transcripts on their eSIS Student Center Page. Former students and alumni who need a copy of their educational record must request an official transcript.

ORDERING INFORMATION FOR OFFICIAL TRANSCRIPTS

ORDER ONLINE HERE 24/7 - The Quickest and Most Convenient Way to Order a Transcript

Standard processing turnaround time once you place your transcript order online is 1 to 3 business days.

SCHOOL TO SCHOOL ELECTRONIC TRANSCRIPTS

UW-River Falls has created school to school electronic transcripts. The following schools are now live as electronic receivers:

- Eastern Illinois University
- Edgewood College
- Fox Valley Technical College

Transcript Fees

The fee for an official transcript is **$8 per copy**.

Transcript orders that are placed "in person" for immediate pickup will be charged an additional one time rush order fee of **$8**.

NOTE:

If an official transcript is needed for UWRF purposes and going to a UWRF office, please submit a written and signed request. The request can be mailed to UWRF Registrar's Office (410 S Third St, 105 North Hall, River Falls, WI 54022), faxed (715-425-3352) or dropped off (105 North Hall).

University of Wisconsin-River Falls has retained Credentials Inc. to accept transcript orders over the Internet. If you do not have access to the Internet, call Credentials Inc. at 847-716-3000. Operator Assisted orders have an ADDITIONAL $10.00 charge.
- Illinois State University
- Lewis University
- MATC Madison
- NWTC
- UW-Eau Claire
- UW-La Crosse
- UW-Madison
- UW-Milwaukee
- UW-Oshkosh
- UW-River Falls
- UW-Stevens Point
- UW-Stout
- UW-Whitewater
- Western Illinois University
Transfer Admission Standards

Requirements and Expectations for Admission

Applications for admission are given a comprehensive review. The academic rigor of the college level courses taken and cumulative grade point average (GPA) are important indicators of a student’s ability to be successful in college. The student’s high school record may be required. Nonacademic factors will also be considered and may include, but are not necessarily limited to leadership, community service, creativity, unique talents, and personal characteristics that contribute to the strength and diversity of the University.

Transfer students admitted to the university typically have a cumulative GPA of 2.6 or higher from all previous institutions attended. Students admitted to secondary education typically have a GPA of 2.75; and 3.0 for elementary education, early childhood education, and Health and Human Performance majors.

Students who have at least 2.0 GPA, but less than the GPA’s listed above will be considered, depending on space availability.

Do you have a question?

Ask us! Use a complete sentence.

Apply for Admission
Programmatic Limits

Higher academic expectations or earlier application priority dates may be imposed on specific majors if necessary to keep enrollments in line with program capacities.

Academic Preparation

In reviewing an application, particular attention will be paid to:

Cumulative grade point average (GPA). The overall GPA as well as GPA in the major.

Rigor of course work. The course work demonstrates that the student has the potential for academic success at UW-River Falls.

High school record and standardized test scores. The student's high school transcript and the ACT/SAT scores may be considered if it appears that doing so would provide a more accurate picture of the student's potential for success.
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Transfer Credit Policy

General Transfer Credit Policy

Credit is awarded for college-level course work completed at institutions accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). (Foreign institutions must be recognized by the Ministry of Education in that country.)

Courses to be transferred to UW-River Falls must be similar in nature, level and content to a course in our undergraduate curriculum and applicable to one of our academic programs. Continuing education courses, graduate-level courses, and courses that are remedial, technical, vocational or doctrinal in nature are not transferable. Courses from non-accredited institutions may be reviewed by the appropriate university departments to determine transferability; contact the Admissions Office for more information.

Application of Transfer Credit

Transfer credit is applied toward the UWRF degree where the transfer courses match with UWRF General Education or other degree requirements. Courses which do not match with specific requirements may be accepted as elective credit, but may be allowed to substitute for specific requirements with approval of the appropriate Academic Department Chair and/or Academic Dean. Faculty Advisors, Department Chairs and Academic Deans work with transfer students to help them best apply their credits toward the UWRF degree.

For information about how credits transfer from specific colleges and universities to River Falls.

Credit From Community Colleges and
Two-Year UW Campuses

The maximum number of transferable credits from a two-year college is 72. Usually General Education requirements will be satisfied by students who have completed associate degrees from two-year institutions, community colleges or junior colleges. Students accepted under the transfer policy are still required to meet all other core, diversity, major, and minor requirements. River Falls also reserves the right to review the student's associate degree and require additional General Education courses.

Credit by Exam

River Falls grants credit based on a variety of exams, including Advanced Placement, International Baccalaureate, and the College-Level Examination Program (CLEP). UWRF does not award credit for these exams that have been recorded on a previous institution's transcript. The student should have the scores sent directly from the testing agency to River Falls.

Credit for Military Experience

River Falls will evaluate Military Transcripts for transfer credit. Generally, Military Credit is accepted for General Education requirements and other baccalaureate courses. Also, credit awarded for vocational/technical training or in a Military Occupational Specialty will not be accepted. In order to award credit we must have an official transcript sent.

To order your transcripts please follow the links below.

- Air Force
- Army
- Coast Guard
- Navy and Marine Corps

Additional Information

For additional information on transferability of coursework to River Falls or for any other questions regarding transfer please contact the Admissions Office or visit our catalog.
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Additional Information

For additional information on transferability of coursework to River Falls or for any other questions regarding transfer please contact the Admissions Office or visit our catalog.
Transfer Evaluations for new and current students are done in the Registrar’s Office.

To view the full transfer credit policy, please see policy 8.2.33 in the Faculty Senate Handbook located here.

Undergraduate transfer students who have attended the University of Wisconsin-River Falls before should have their transcripts from other institutions sent to:

UW-River Falls
Registrar’s Office
410 S. 3rd Street
River Falls, WI 54022-5001

Courses may not be retaken at another institution to raise your UWRF GPA and will not be transferred in towards your UWRF academic record. Transfer credit generally applies toward graduation. However, grades for these courses will not be calculated into your UWRF cumulative GPA.

Undergraduate students who would like to have their International coursework transferred to the University of Wisconsin-River Falls need to have their record evaluated by an official evaluation service. Please follow the steps below.

- River Falls requires official copies of academic records from all secondary schools, colleges and universities you have attended. Official records should include all exam results, transcripts/marks, certificates, diplomas or degrees received. These documents should be sent directly to UW-River Falls from the institutions attended. All documents must have a certified English translation.

- To receive credit for courses that you have taken at another college or university outside the United States, you should submit your academic records to a professional evaluation service for review. UW-River Falls recommends one of the following evaluation services:
  - Educational Credential Evaluators (ECE)  http://www.ece.org/

Transfer Credit Tools:

Transferology

Transferology is an online tool that serves as a gateway to participating institutions’ automated degree audit and transfer articulation systems. This means that you will be able to view course equivalencies, see program requirements, enter and store coursework, and even request an evaluation of transfer work against a program.

UW Transfer Information System (TIS):

The UW Transfer Information System (TIS) is a computer system designed to provide potential transfer students with current and accurate information to help them make more informed transfer decisions.

Transfer Guides; Wisconsin, Minnesota, and Others

For additional information on course transfer, please contact the
- World Education Services (WES)  http://www.wes.org/

- The report from the evaluation service should be sent directly to UW-River Falls.

Registrar's Office:
registrar@uwrf.edu
Tuition Bills

Electronic Billing and Notification

The University does not generate paper bills for students. The student's bill is available on their eSIS approximately 1 month prior to the start of the term. An e-mail will be automatically generated when charges appear and sent to the student's UWRF e-mail account. A student not receiving/accessing an e-mail is not excused from not paying their bill on the posted due date this is because the bill is available on their eSIS account.

Using Financial Aid

If a student is using financial assistance to pay all or part of their bill it is their responsibility to check their eSIS account to find the amount of pending aid and deduct that from their total balance. The balance remaining is treated the same as a student not using financial aid.

Partial Payments

The University automatically enters students into a partial payment plan if they pay at least 1/3 of their balance due by the first posted due date for the term (1/3 of the balance remaining after subtracting the financial aid). The student can make two more payments of at least 1/3 of the remaining balance by the 2nd and 3rd due date.

Late Fees and Finance Charges

There is a $75 late fee assessed to every account that does not have at least 1/3 of the bill paid by the first due date. A 1% finance charge is assessed every month on any balances left unpaid starting after the 2nd payment date posted.

Registration

If a student has not paid in full by the final due date of the term, a hold is placed on their account. This hold will prevent them from registering for future terms at UWRF until their account has been paid in full. Even if the student makes arrangements to get payment to us, the hold will stay on their account until there is a $0 balance.

Registration Deposit

New freshman and first time transfer students are required to have a $100 enrollment deposit on their account before they can register for classes.
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Types of Aid

UW-River Falls Scholarships
In general, scholarships through UW-River Falls may be based on academic performance, financial need, program of study, year in school, or many other factors.

Outside Scholarships
Scholarships are available to students from organizations outside of UW-River Falls. Visit this page to see a listing of some outside scholarships.

Grants
Grants are need based and are considered gift aid that does not have to be repaid. You are considered for all federal and state grants when applying for financial aid.

Loans
Several loan programs are available to students. Some loan programs are based on need and are federally funded. Others are available regardless of need.

Student Employment
We offer two kinds of on-campus student employment at UW-River Falls:

Federal Work Study:
If you demonstrate financial need according to the FAFSA, you may be eligible for these federally-funded positions.

Student Assistance:
Regardless of financial need, you are eligible for these university-funded, non-federal on-campus positions.
Unofficial Withdrawal Policy

Students are defined as unofficially withdrawn for Title IV Federal Aid purposes when they do not have any grades for the semester other than "XF", a failing grade due to non-attendance.

Identification Process
A final grade of "XF" is assigned by instructors failing students due to non-attendance or non-completion of coursework. When instructors assign an "XF" grade they are asked to report the last known date of attendance, if possible.

At the end of each semester, a report is generated of all students who have Title IV federal aid and who have a semester GPA of 0.00. Those students who have all "XF's" are assumed to be 'unofficially withdrawn'.

Administrative Action
The report is reviewed for those students with federal and state aid whom are assumed to have unofficially withdrawn from the University. The last date of attendance as reported by any of the instructors is determined and used in the Return of Title IV Funds calculation.

If a last day of attendance cannot otherwise be determined, the student is assumed to have attended 50% of the enrollment period and the formula is calculated based on that length of attendance.

Students will be billed for resulting institutional charges and repayments of federal and/or state financial aid. An "XF" grade is treated as an 'F' for all other policy purposes.
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University of Wisconsin-River Falls  
Fee Payment Agreement  
Effective 3/23/2014  

I. GENERAL ENROLLMENT REQUIREMENTS:  

A. Payment of Educational Expenses: In order to enroll as a student at the University of Wisconsin-River Falls (UWRF) and register for classes at UWRF, I understand that I am responsible for payment in full of all educational expenses, including applicable tuition, fees, housing costs, meal plan costs, and other charges incurred in connection with my registration and attendance at UWRF. I understand that if I am an University of Wisconsin-River Falls student, I am required to live in university residence halls and participate in one of the standard meal plans, unless I meet the housing exemption criteria and that if I am not deemed exempt and violate this UW system policy, I am responsible for payment of housing and meal plan costs. To view 2-Year Residency Requirement and Exemption criteria and process, please visit www.uwr.edu/Housing/Index.cfm. Such payment must be received in full by the established due dates set by UWRF for each term. (To see such due dates, please visit http://www.uwr.edu/AccountsReceivable/TuitionBills/BillingDueDateCalendar.cfm  )  

In order to complete my enrollment and registration at UWRF, I am required to enter into this agreement for the purpose of clarifying the UWRF requirements in regard to payment for UWRF educational services, online account services and other related terms and conditions which relates to my receipt of educational services from UWRF. I understand that if I am eligible for the payment plan option below, UWRF shall have the right to automatically initiate the payment plan option described below in accordance with these terms and conditions. 

In the event of default of any of the terms of this agreement, I hereby give to the UWRF Controller, or his/her designee, Power of Attorney to apply all monies due me from UWRF to any delinquent portion of this note until the principal fees, interest and costs are paid in full. I agree that UWRF may repay my account balance from any Title IV funds due me. I understand that the principal amount is calculated based on my class load and tuition refund schedule each semester at UWRF. All outstanding tuition account balances are considered qualified educational loans under I.R.C. 221 and are extended with the express understanding that future repayment shall be made to the university. I further understand that my acceptance of these terms represents my acknowledgement and acceptance of my tuition account balance qualifying as a qualified education loan under I.R.C. 221, and as such, its exemption from discharge under the federal bankruptcy code, 11 U.S.C. 523(a) (8).  

B. Access to eSIS Account: UWRF will provide me with access to an on-line eSIS account while a student at UWRF. Through my eSIS account, I will be able to register for classes, access my grades and class schedule, view billing information and amounts owed to UWRF, the due dates for such amounts, and the status of any financial aid I may be entitled to receive.  

C. Payment Plan: Although all eligible educational expenses are payable on the relevant Fee Due Date indicated for such amounts in eSIS, UWRF recognizes that students, including myself, may not make such payments in full on the relevant Fee Due Dates for each semester. At its discretion and if
certain requirements are met, UWRF would like to extend credit to me to allow me to pay certain past due amounts pursuant to a payment plan detailed below (the “Payment Plan”). All fees, tuition, housing and meal plan costs are eligible for placement on the Payment Plan.

The Payment Plan will allow me to make payments in two installments later in the semester after an initial payment on the first fee due date for the term. There is a late payment fee of $75.00 for not making my minimum initial payment by the first due date for the term. Finance charges are assessed on amounts placed on the Payment Plan that are not paid in full by the second due date and all subsequent due dates until my account is paid in full. In order to avoid a material breach of this agreement, all outstanding amounts due and owed must be paid on or before the last due date for the term. Failure to make all payments shall result in the UWRF initiating collection action as described herein below.

I am being asked to sign this Agreement now so that, in the event that I unable to pay the entire balance of fees, tuition, housing and meal plans by the Fee Due Date for any fall or spring semester, UWRF will place all remaining amounts on a Payment Plan.

The consequences of failure to pay amounts owed by the relevant Fee Due Dates are outlined in the provisions below.

D. Withdrawal Requirement: Should I choose not to remain enrolled in some classes, or at UWRF, I understand I have an obligation to complete the drop process for classes for which I have registered, or I will be charged for them. If dropping all classes for the term I will complete the withdrawal process as found on the UWRF Registrar’s website, www.uwrf.edu/Registrar/Withdrawal.cfm, and I will verify my classes are dropped in eSIS on the date I requested.

E. Health Insurance: I understand that health insurance is not provided through UWRF and therefore I am financially responsible for treatment of any personal injuries that I sustain on campus. I have made arrangements for my own health insurance and/or I am financially able to cover my personal medical costs.

II. TERMS AND CONDITIONS OF AGREEMENT:

By checking the “I accept” option below, I hereby acknowledge, agree and consent to the following terms and conditions as follows:

A. Amounts Owed: I agree to pay:

(i) The amount of any and all segregated (seg) fees, tuition, housing, health services, meal plan, and any other charges related to UWRF’s provision of services to me, assessed by UWRF and charged to my eSIS account.

(ii) Finance charges at a rate of 12% per year (1% per month) on any unpaid amounts from the due date of each such amount (as indicated in eSIS), until the amount due is paid in full.
(iii) Any other late charges and collection fees and costs that may become due as provided in this agreement, including, but not limited to percentage-based fees not to exceed thirty-three percent (33%) and legal fees.

B. Extension of Credit/Payment Plan: In consideration of the extension of credit to me, from time to time, by the Board of Regents of the University of Wisconsin System, on behalf of UWR, I hereby acknowledge and agree that the UWR, at its sole discretion and authority, may initiate a “Payment Plan” to which I will be responsible for fulfilling in regard to payment of educational expenses by the Fee Due Date for the applicable semester, as detailed below:

(i) Payment Plans are only available for the fall and spring semesters and all costs incurred for fees, tuition, housing, meal plans and all other charges for each semester may be placed on a Payment Plan;

(ii) To qualify for a Payment Plan for a given semester, I must make a 33.3% minimum payment towards that semester’s total outstanding fees, tuition, housing, and meal plan costs no later than the first relevant Fee Due Date for the term as shown on my statement of account;

(iii) At its discretion, UWR may place me on the Payment Plan after the published first due date for the relevant fall or spring semester (approximately one week before classes start);

(iv) A $75.00 late fee will be charged if the minimum 33.3% payment is not received by the first due date for the relevant fall or spring semester. Pending aid may be deducted before calculating the minimum payment amount.

(v) A one-percent (1%) per month finance charge on my remaining balance will be added to my account each month after the second due date for the term. The finance charge will be calculated on the balance due for amounts previously billed;

(vi) A Payment Plan for any given semester consists of two required installment payments after the minimum payment made no later than the first relevant fee due date for the term. The first installment payment is due on the date indicated on my billing statement available in eSIS for such payment; approximately 30 days after eligible amounts are placed on the Payment Plan. The second installment is due on the date indicated on my billing statement available in eSIS for such payment, approximately 30 days after the first installment due date;

(vii) 50% of the total balance subject to the Payment Plan will be due on each installment due date after the initial due date. Installment payments plus finance charges are due by the published due dates. If the total of any amounts placed on the Payment Plan changes, UWR will adjust the installment amounts accordingly. At its discretion, UWR may allocate any adjusted amounts to the next installment due date; and

(viii) UWR has the right to deny participation in any Payment Plan for any semester without further notice to me.

C. eSIS & Published Fees: I agree to use my eSIS account to obtain the most accurate and current information regarding any amounts owed and due dates, to check that account before each due date, and to read the on-line published fee information located at the Student Account’s website: http://www.uwrf.edu/AccountsReceivable/TuitionBills/BillingDueDateCalendar.cfm each term for additional date and payment information. I agree to review and abide by the published information for tuition refund
schedules prior to dropping or withdrawing from class after the start of the term found online at
http://www.uwrf.edu/AccountsReceivable/Refunds.cfm

D. Late Enrollment and Changes to Classes or Services: I understand that all tuition, fees, housing, health services, meal charges, and other fees are due on the term due date, even if I have not received a bill for them. In the event that I enroll in the term after the first billing statement has been generated, or make adjustments to my class schedule, housing, or meal plan options, I will check my eSIS account for the current balance due at the term due date. In the event that I enroll in the term or make adjustments to my class schedule, housing, or meal plan options after the first billing due date has passed, I will check my eSIS account for the current balance due the following day.

E. Registration Hold & Class Cancellation: I understand that my failure to pay any amounts assessed by UWRF when due will result in prohibiting me from registration and enrollment for future terms until my account balance is current. While classes are not automatically dropped for non-payment, I understand that my failure to pay any amounts assessed by UWRF when due, including paper or electronic checks returned for insufficient funds or other payment denial reasons, may result in my registration for current or future courses being cancelled without further advance notice. I understand that I am responsible for dropping or withdrawing from classes within the published refund schedule to avoid or reduce tuition charges and cannot assume that my classes will be dropped for nonpayment.

F. Restriction of Records: I understand and agree that UWRF will restrict the use of my records to prevent my registration and withhold my transcripts and diplomas in the event I fail to comply with the payment obligations of this agreement.

G. Financial Aid: I understand and agree that financial aid awarded to me will be credited to my student account, and excess funds after all charges are paid will be refunded to me. I agree that in addition to my tuition, segregated fees, special course fees, room, and dining charges, my financial aid can pay all other University fees or fines I may incur including: administrative, application, athletic team, bad check, child care, collection, copy, damage, deposit forfeit, equipment, finance charge, graduation, health services, insurance, international, library, locker rental, new student, parking, registration, student association, study abroad/away, textbook, transfer student, weight room, and withdrawal. I understand I must notify the Bursar in writing prior to signing this agreement if I object to my aid applying to any of these additional charges and elect to pay those charges by personal payment.

Any delays in obtaining financial aid will not exempt me from making payments when due on my account. Changes in my credits used for determining aid eligibility may cause the eligibility to be recalculated, and aid to be deducted from my account. I may have to repay aid previously disbursed to me. I hereby understand, agree and consent to my student account being charged for any aid overpayment. At its discretion, UWRF may allow me to repay this amount in installments but I understand that I may be assessed finance charges on this balance until it is repaid in full.

H. Default: I understand and agree that if I fail to make any payment when due, UWRF may declare the entire balance of any amounts owed (including principal, interest, late charges and collection fees and costs) to be due and payable within 15 days after giving me notice of such default.

Page 4 of 6
I. **Changes To Terms:** UWRF has the right to unilaterally make changes affecting the terms of my account, including finance charges to be imposed, by having me sign an agreement with the updated terms, or by mailing to me at my last known address notice of any such changes prior to their effective date.

J. **Prepayment:** I may pay the remaining balance on my account or more than the minimum payment at any time to avoid or reduce future finance charges.

K. **Term of Agreement:** This agreement is effective as of the date agreed and will continue to be in effect until a new agreement is signed.

L. **Changes To Contact Information:** I agree to inform UWRF of any change in my name, address, telephone number, or social security number in a timely manner.

M. **Waiver of Notices, etc.:** I hereby expressly and severally waive by myself as the debtor, demand of payment, presentment for payment, notice of dishonor, notice of non-payment, and all other notices except those required by law, and I further agree that this agreement is controlled by the holding of Board of Regents of the University of Wisconsin System vs. Mussalem, 94 Wis. 2d 657,289 N. W. 2d 8-01 (1980), and that UWRF may, without notice to myself as the debtor, and without affecting the liability of myself as the debtor, renew and/or extend this agreement, accept partial payment thereon, or settle or compromise the amount due or owing.

N. **Release of Information:** I am hereby being given notice and give my consent, as may be required by law, (i) to allow UWRF at its option, to report favorable and unfavorable credit information pertaining to myself (i.e. credit ratings, etc) to credit bureaus and other non-campus third parties and (ii) in the conduct of its credit granting and collection activities, to release my social security number to these non-campus third parties.

O. **Collection Costs & Late Fees:** In the event I fail to timely comply with the payment obligations detailed in this agreement, I agree to pay all costs of collection incurred by UWRF including but not limited to collection agency fees, credit bureau fees, legal filing fees, service of process fees, publication fees, witness fees, reasonable attorney fees and recording fees and to pay any late fees assessed by UWRF. I also understand that UWRF may certify my past due balance to the Wisconsin Department of Revenue and make a claim for the total due against refunds, overpayments, lottery payments, or vendor payments owed me by the Department of Revenue or Department of Administration.

I hereby authorize UWRF and/ or its agents, including attorneys and/ or collection agencies, to contact me via cellular telephone and / or all forms of electronic technology (to include text messaging and e mail) to collect such outstanding debt, unless I notify such party in writing to cease such communication.

P. **Marital Property Act:** If I am married, I agree that any credit obligations incurred in connection with the Agreement will be incurred in the interest of my marriage or family. Further, I understand that no provision of a marital property agreement, a unilateral statement under Wisconsin Statute §766.59, or a court decree under Wisconsin Statute §766.70 adversely affects the interest of UWRF as a creditor unless UWRF, prior to the time credit is granted, is furnished with a copy of the
agreement, statement or decree or has actual knowledge of the adverse provision when the obligation to UWRF is incurred. I understand that if I wish to have a marital property agreement, unilateral statement or court decree considered in connection with the extension of credit under this Agreement, that I will enclose a copy of it with this Agreement.

In order to comply with the provisions of the Wisconsin Marital Property Act, I understand that it is necessary for me to provide the below information so that notice of the extension of credit can be provided to my spouse in the event that I am married:

Marital Status: (check one)
__ Unmarried
__ Married
__ Legally Separated / Date of Decree __________

If Married:
Spouse's Name: __________________________
Spouse's Address: _________________________

III. CONSENT TO AGREEMENT/ELECTRONIC SIGNATURE:

By checking “I ACCEPT” below, I hereby confirm that I have read the “electronic signature” terms and conditions, I am voluntarily entering into this electronic Term and Conditions of Enrollment/Credit Agreement" and I agree to the terms and conditions stated herein above. I hereby consent to the use of this electronic format and my electronic signature (by checking “I accept” below) to enter into this agreement with UWRF and understand the legal enforcement and consequences thereof.

I hereby confirm that I have read and understand the terms of this Agreement.

"I ACCEPT"

"I DO NOT ACCEPT" (I will not be allowed to register at UWRF.)
## Billing and Due Date Calendar 2014-15

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Code</th>
<th>Term Start Date</th>
<th><strong>Tuition Calculation Date</strong></th>
<th>Bill Date*</th>
<th>Due Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2014</td>
<td>1148</td>
<td>27-May</td>
<td>25-Apr</td>
<td>29-Apr</td>
<td>05/28/14</td>
</tr>
<tr>
<td>Fall 2014-15</td>
<td>11b:2</td>
<td>3-Sep</td>
<td>1-Aug</td>
<td>1-Aug</td>
<td>08/29/14</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Optional Partial Payment Plan</td>
<td>1/3</td>
<td>2-Sep</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Optional Partial Payment Plan</td>
<td>1/3</td>
<td>1-Oct</td>
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<tr>
<td>J-Term 2014-15</td>
<td>1154</td>
<td>26-Dec</td>
<td>25-Nov</td>
<td>2-Dec</td>
<td>12/30/14</td>
</tr>
<tr>
<td>Spring 2014-15</td>
<td>1156</td>
<td>26-Jan</td>
<td>2-Jan</td>
<td>5-Jan</td>
<td>01/23/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Optional Partial Payment Plan</td>
<td>1/3</td>
<td>26-Jan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Optional Partial Payment Plan</td>
<td>1/3</td>
<td>24-Feb</td>
</tr>
<tr>
<td>Summer 2015</td>
<td>1158</td>
<td>26-May</td>
<td>27-Apr</td>
<td>28-Apr</td>
<td>05/28/15</td>
</tr>
</tbody>
</table>

*Tuition calculation, billing, and due dates are subject to change without notice.

**After the tuition calculation date you can view your charges for the term in eSIS.**

In eSIS go to: Student Center>Billing Statement

Total charges and payments for the term are shown in the Term Balances tab.

Transaction dates are shown in the Daily Activity tab.

There is a $75 late fee for not making the minimum fall and spring payment by the first due date. Minimum payments are 1/3 of the amount due after subtracting pending financial aid.

For all other due dates there is a 1% per month finance charge on unpaid balances including partial payment plan installments.

### Tuition Refund Deadline Dates

Refund periods are determined by session length. Tuition refund Deadlines for dropping or withdrawing from **Regular Session Classes** are shown below. For refund information for any session other than "Regular" please consult the schedule at [http://www.uwrf.edu/AccountsReceivable/Refunds.cfm](http://www.uwrf.edu/AccountsReceivable/Refunds.cfm)

The drop or withdrawal date in eSIS is the date used for calculating tuition refunds. Follow the drop/withdrawal procedures on the Registrar's website: [http://www.uwrf.edu/Registrar/PoliciesAndProcedures.cfm](http://www.uwrf.edu/Registrar/PoliciesAndProcedures.cfm)

#### Regular Session Refund Schedule

**Fall 2014-15**
- September 16, 2014 Last day for 100% refund
- September 30, 2014 Last day for 50% refund

**J-Term 2014-15**
- December 26, 2014 Last day for 100% refund
- January 3, 2015 Last day for 25% refund (J-Term follows the four-week session refund schedule)

**Spring 2014-15**
- February 6, 2015 Last day for 100% refund
- February 20, 2015 Last day for 50% refund

NO TUITION REFUNDS FOR REGULAR SESSION CLASSES AFTER SEPTEMBER 30TH.

NO TUITION REFUNDS FOR REGULAR SESSION CLASSES AFTER JANUARY 3RD.

NO TUITION REFUNDS FOR REGULAR SESSION CLASSES AFTER FEBRUARY 20TH.
### Wisconsin Residents

#### Undergraduate Students

**Fees for Fall and Spring 2014/2015**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Resident Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>267.85</td>
<td>150.78</td>
<td>418.63</td>
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<tr>
<td>2</td>
<td>535.70</td>
<td>223.79</td>
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<td>3</td>
<td>803.55</td>
<td>296.80</td>
<td>1,100.35</td>
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<td>4</td>
<td>1,071.40</td>
<td>369.81</td>
<td>1,441.21</td>
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<tr>
<td>5</td>
<td>1,339.25</td>
<td>442.82</td>
<td>1,782.07</td>
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<tr>
<td>6</td>
<td>1,607.10</td>
<td>515.83</td>
<td>2,122.93</td>
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<tr>
<td>7</td>
<td>1,874.95</td>
<td>588.84</td>
<td>2,463.79</td>
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<tr>
<td>8</td>
<td>2,142.80</td>
<td>661.67</td>
<td>2,804.47</td>
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<tr>
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<td>2,410.65</td>
<td>661.67</td>
<td>3,072.32</td>
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<tr>
<td>10</td>
<td>2,678.50</td>
<td>661.67</td>
<td>3,340.17</td>
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<tr>
<td>11</td>
<td>2,946.35</td>
<td>661.67</td>
<td>3,608.02</td>
</tr>
<tr>
<td>12-18</td>
<td>3,214.20</td>
<td>661.67</td>
<td>3,875.87</td>
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</table>

Per credit charge over 18 credits: $262.43

**Fees for J-Term 2013/2014**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Wisconsin Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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<td>267.85</td>
<td>40.42</td>
<td>308.27</td>
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<tr>
<td>2</td>
<td>535.70</td>
<td>80.83</td>
<td>616.53</td>
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<tr>
<td>3</td>
<td>803.55</td>
<td>121.26</td>
<td>924.81</td>
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<tr>
<td>4</td>
<td>1071.40</td>
<td>161.61</td>
<td>1233.01</td>
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</table>

**Fees for Summer 2014**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
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</thead>
<tbody>
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<td>85.35</td>
<td>353.20</td>
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<tr>
<td>2</td>
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<td>803.55</td>
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<td>984.02</td>
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<td>6-9</td>
<td>1607.10</td>
<td>323.21</td>
<td>1930.31</td>
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</table>

Per credit charge over 9 is $262.43
## Graduate Students

### Fees for Fall and Spring 2014/2015

<table>
<thead>
<tr>
<th>Credits</th>
<th>WI Resident Tuition</th>
<th>Campus Fees</th>
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<tbody>
<tr>
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<td>1,273.41</td>
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<td>1,542.52</td>
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<td>1,697.88</td>
<td>332.89</td>
<td>2,030.77</td>
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<td>2,122.35</td>
<td>396.67</td>
<td>2,519.02</td>
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<td>460.45</td>
<td>3,007.27</td>
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<td>2,971.29</td>
<td>524.23</td>
<td>3,495.52</td>
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<td>3,395.76</td>
<td>587.87</td>
<td>3,983.63</td>
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<tr>
<td>9</td>
<td>3,820.23</td>
<td>587.87</td>
<td>4,408.10</td>
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</table>

### Fees for J-Term 2013/2014

<table>
<thead>
<tr>
<th>Credits</th>
<th>WI Residency Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>424.47</td>
<td>35.94</td>
<td>460.41</td>
</tr>
<tr>
<td>2</td>
<td>848.94</td>
<td>71.87</td>
<td>920.81</td>
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<tr>
<td>3</td>
<td>1,273.41</td>
<td>107.82</td>
<td>1,381.23</td>
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<tr>
<td>4</td>
<td>1,697.88</td>
<td>143.70</td>
<td>1,841.58</td>
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### Fees for Summer 2014

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>424.47</td>
<td>79.38</td>
<td>503.85</td>
</tr>
<tr>
<td>2</td>
<td>848.94</td>
<td>120.97</td>
<td>969.91</td>
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<tr>
<td>3</td>
<td>1,273.41</td>
<td>162.56</td>
<td>1,435.97</td>
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<tr>
<td>4</td>
<td>1,697.88</td>
<td>204.15</td>
<td>1,902.03</td>
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<tr>
<td>5</td>
<td>2,122.35</td>
<td>245.74</td>
<td>2,368.09</td>
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<tr>
<td>6</td>
<td>2,546.82</td>
<td>287.38</td>
<td>2,834.20</td>
</tr>
<tr>
<td>7</td>
<td>2,971.29</td>
<td>287.38</td>
<td>3,258.67</td>
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<tr>
<td>8</td>
<td>3,395.76</td>
<td>287.38</td>
<td>3,683.14</td>
</tr>
<tr>
<td>9</td>
<td>3,820.23</td>
<td>287.38</td>
<td>4,107.61</td>
</tr>
</tbody>
</table>

Per credit charge over 9 credits: $424.47

---

### Online Class Fee Note:

**OTHER FEE**
Online classes (Room or Mode of Instruction = "On-Line") for subjects other than those offered by CBE have an additional $45 per credit online fee.

CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $150.00 per credit online fee.

Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL
UNIVERSITY OF WISCONSIN River Falls

Withdrawal from School

UWRF does NOT cancel courses for non-payment or non-attendance. Please see the Registrar's Office page for more information.

If a student withdraws after the refund period ends, fees must be paid in full. Refer to the Refunds section of this website for more information on potential refunds or balance due if you should withdraw.

Verify that your account balance in eSIS is zero after you withdraw. Contact Student Billing at 715-425-3145 if you have questions regarding your balance.

RETURN OF TITLE IV FUNDS FOR WITHDRAWING STUDENTS

The federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to any student receiving a PELL Grant, SEOG Grant, TIP Grant, Federal Stafford Loan, Plus Loan and any other federal aid other than Federal Work Study if that student withdraws on or before the 60 percent point in time in the semester.

If you received Title IV (federal financial assistance) and you are withdrawing before 60 percent of the term is completed, it may create a balance due on your academic fee account even though it was previously paid in full. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the total days in the semester. Scheduled breaks of more than four consecutive days are excluded from total days. Contact the Student Billing Office if you have questions regarding your balance.
Withdrawal from School

**UWRF does NOT cancel courses for non-payment or non-attendance.** Please see the Registrar's Office page for more information.

If a student withdraws after the refund period ends, fees must be paid in full. Refer to the Refunds section of this website for more information on potential refunds or balance due if you should withdraw.

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Withdrawal from the University

Students that find it necessary to drop ALL courses for a given term and leave the university must withdraw.

Students should see their academic adviser prior to initiating the withdrawal process.

Failing grades will be issued to students that fail to follow the proper withdrawal procedure.

If the term has NOT begun:

Drop each course individually

Complete the online withdrawal form.

On your request to cancel your registration include your full name, ID Number, phone number, address, signature, and the term you are withdrawing from. Courses must be dropped a minimum of 1 week prior to the first day of the academic term in order to receive a refund.

If the term HAS begun:

Complete the online withdrawal form.

On your request to withdraw include your full name, ID Number, phone number, address, signature, and the term from which you are withdrawing.

You are responsible for all financial obligations to the university. You cannot obtain a transcript or re-enter the university until all financial obligations are cleared.

Medical Withdrawal Information
Withdrawal from the University

Students that find it necessary to drop ALL courses for a given term and leave the university must withdraw.

Students should see their academic adviser prior to initiating the withdrawal process.

Failing grades will be issued to students that fail to follow the proper withdrawal procedure.

If the term has NOT begun:

Drop each course individually

Complete the online withdrawal form.
On your request to cancel your registration include your full name, ID Number, phone number, address, signature, and the term you are withdrawing from. Courses must be dropped a minimum of 1 week prior to the first day of the academic term in order to receive a refund.

If the term HAS begun:

Complete the online withdrawal form.
On your request to withdraw include your full name, ID Number, phone number, address, signature, and the term from which you are withdrawing.

You are responsible for all financial obligations to the university. You cannot obtain a transcript or re-enter the university until all financial obligations are cleared.

Medical Withdrawal Information